BRE SMARTWASTE

www.smartwastecommercial.com

SMARTwaste Commercial®
User guide
v2.0

Part of the BRE Trust

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1. Introduction

This SMARTWaste® Commercial user guide gives an overview of the features of the SMARTWaste® Commercial Tool, to allow those using it a grounding of its workings and how it can best help their organisation.

This guide covers:

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If you require any further advce or guidance on using SMARTWaste Commercial, please contact a member of the SMARTWaste team:

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E smartwaste@bre.co.uk
www.smartwastecommercial.com

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2. Registering and logging into your SMARTWaste Commercial account

You can register a new SMARTWaste® Commercial account at **www.smartwastecommercial.com**. Click on 'Not a member'? Register – at the bottom on the screen, and complete the online company registration form.

If you have previously registered on SMARTWaste® Commercial then simply enter your username and password to access your existing account. Please avoid setting up more than one account.

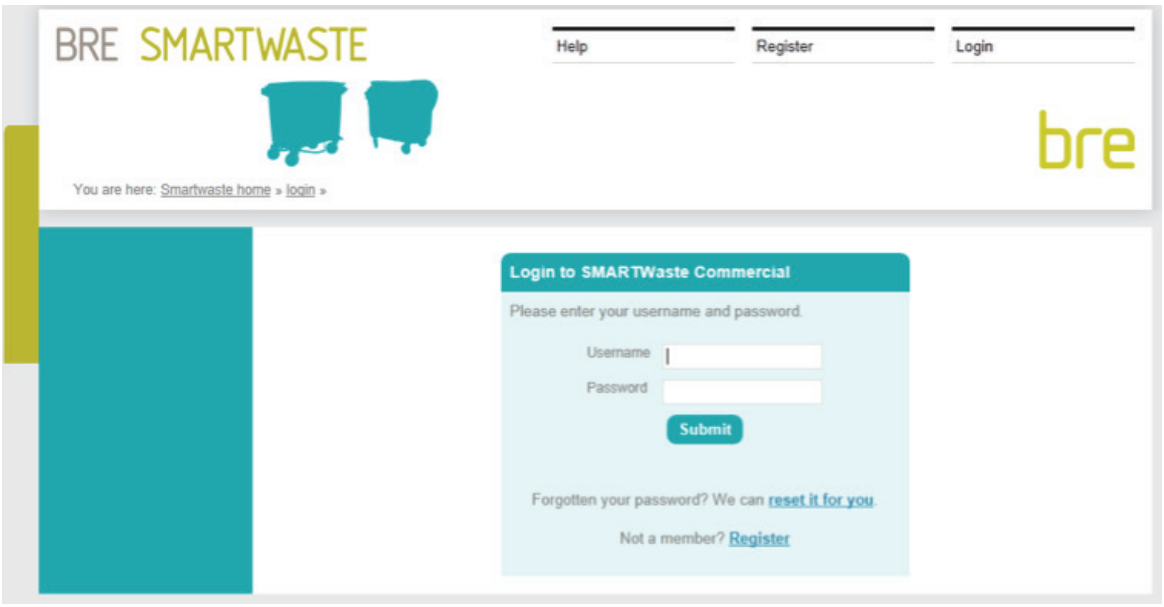

Figure 1: SMARTWaste® Commercial login screen

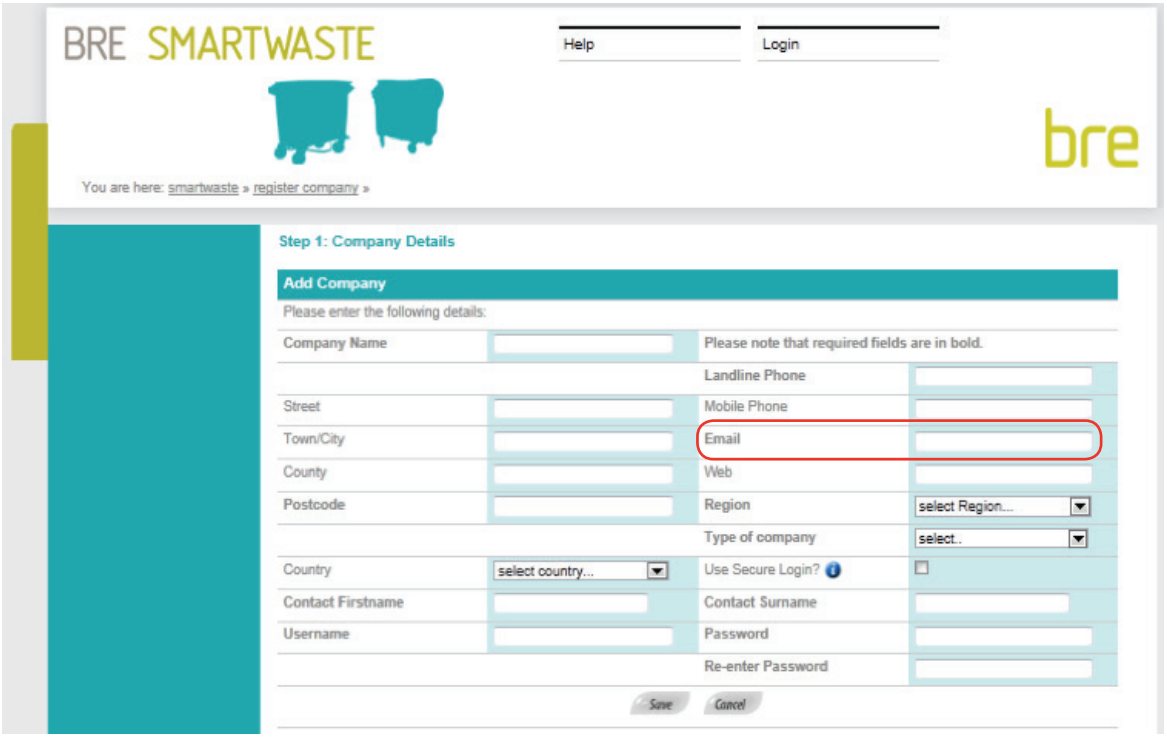

Figure 2: SMARTWaste® Commercial company registration page

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Upon registering and logging into your SMARTWaste® Commercial account for the first time you will see the 'customising the company homepage' screen page below (Figure 3). This allows you to set up which information is to be displayed when first logging into the tool; this can be altered at any point and certain boxes are pre-selected. Section 4 contains more information on setting up the company homepage.

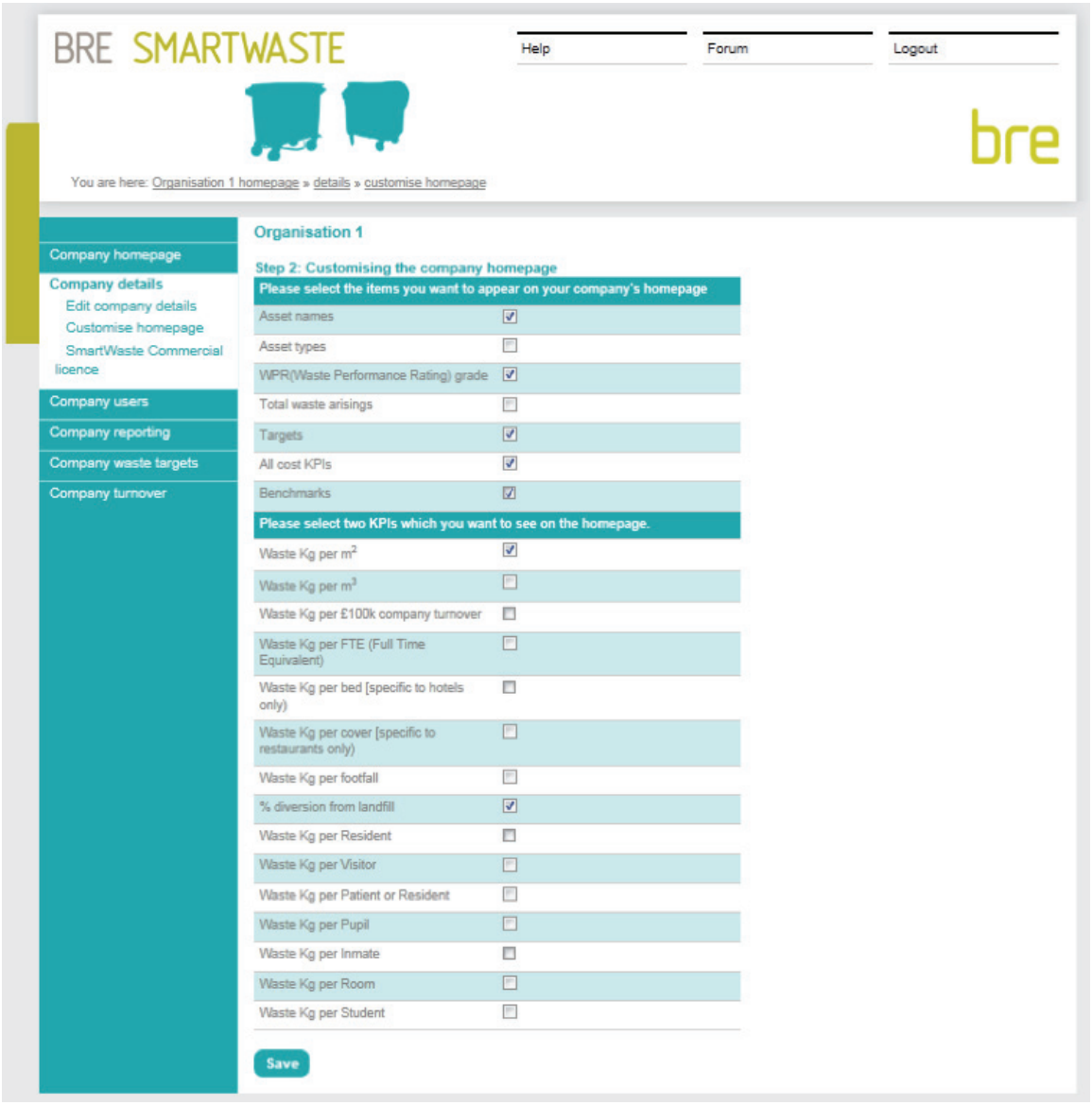


Figure 3: Initial log on screen

After clicking Save on the company display screen you will be presented with the company homepage. The next stage is to add your buildings, however before this can be done the license fee needs to be paid, which is calculated based on how many buildings you will be adding. Figure 4 shows the screen that you will be presented with when trying to add a building for the first time. Paying the annual license fee is simple and can be done instantly with a debit or credit card after following the screen steps below. Once you have activated the tool by paying the license fee, you will be able to access the full tool and set up your assets.

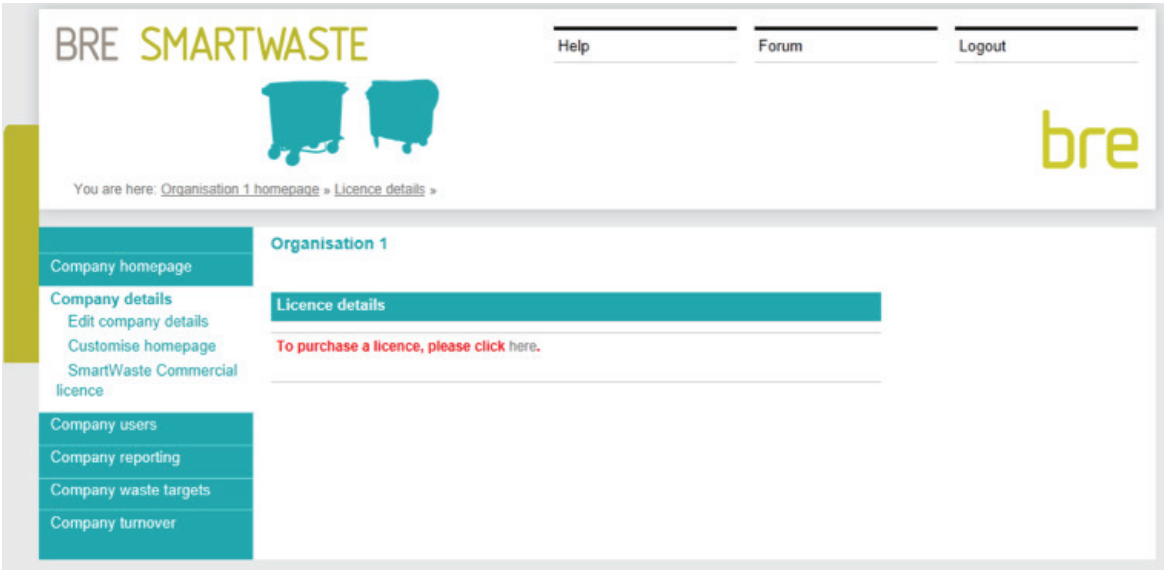


Figure 4: Purchasing a license, screen 1

The first step towards buying your SMARTWaste® Commercial license is selecting how many buildings you are setting up (see Figure 5).

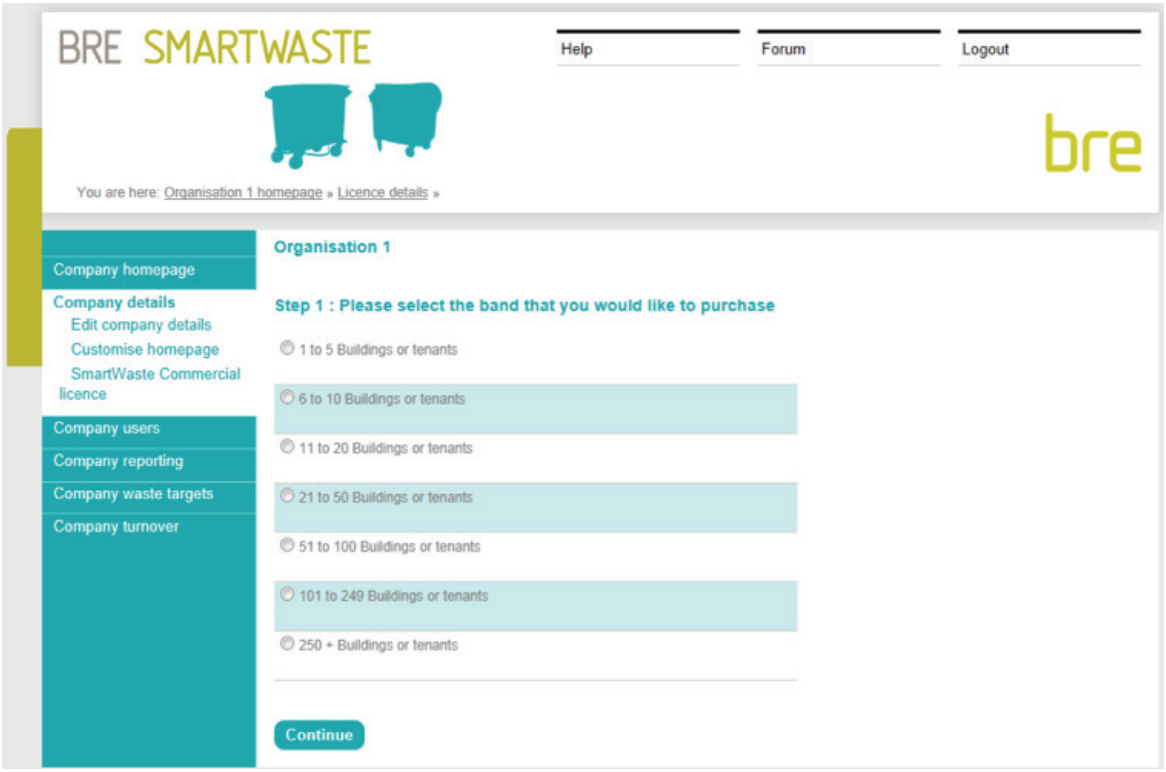


Figure 5: Purchasing a license; how many buildings

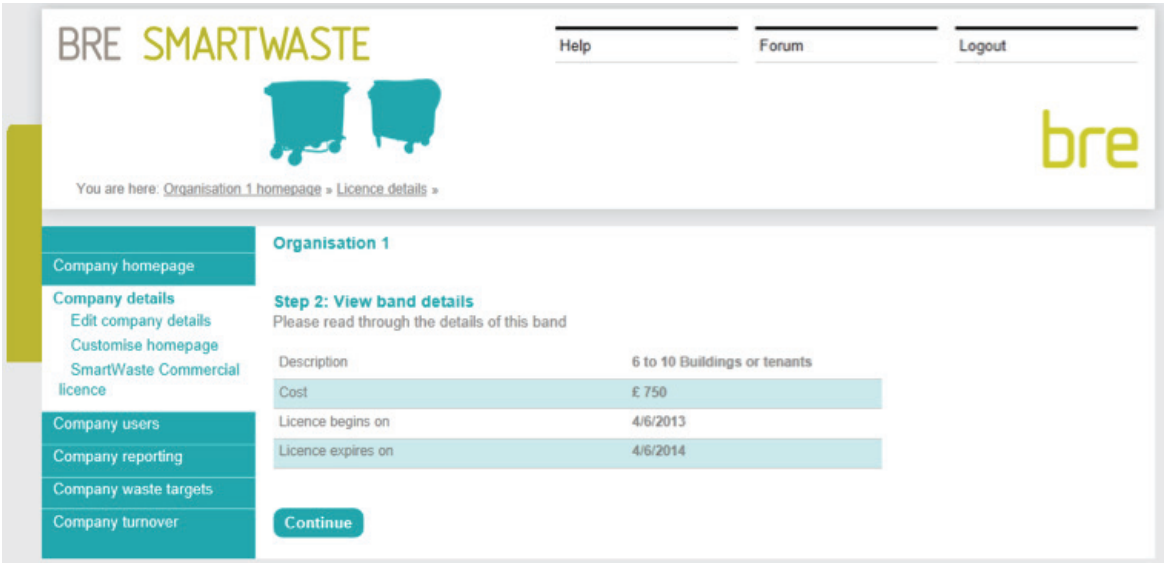


Figure 6: Summary of buildings

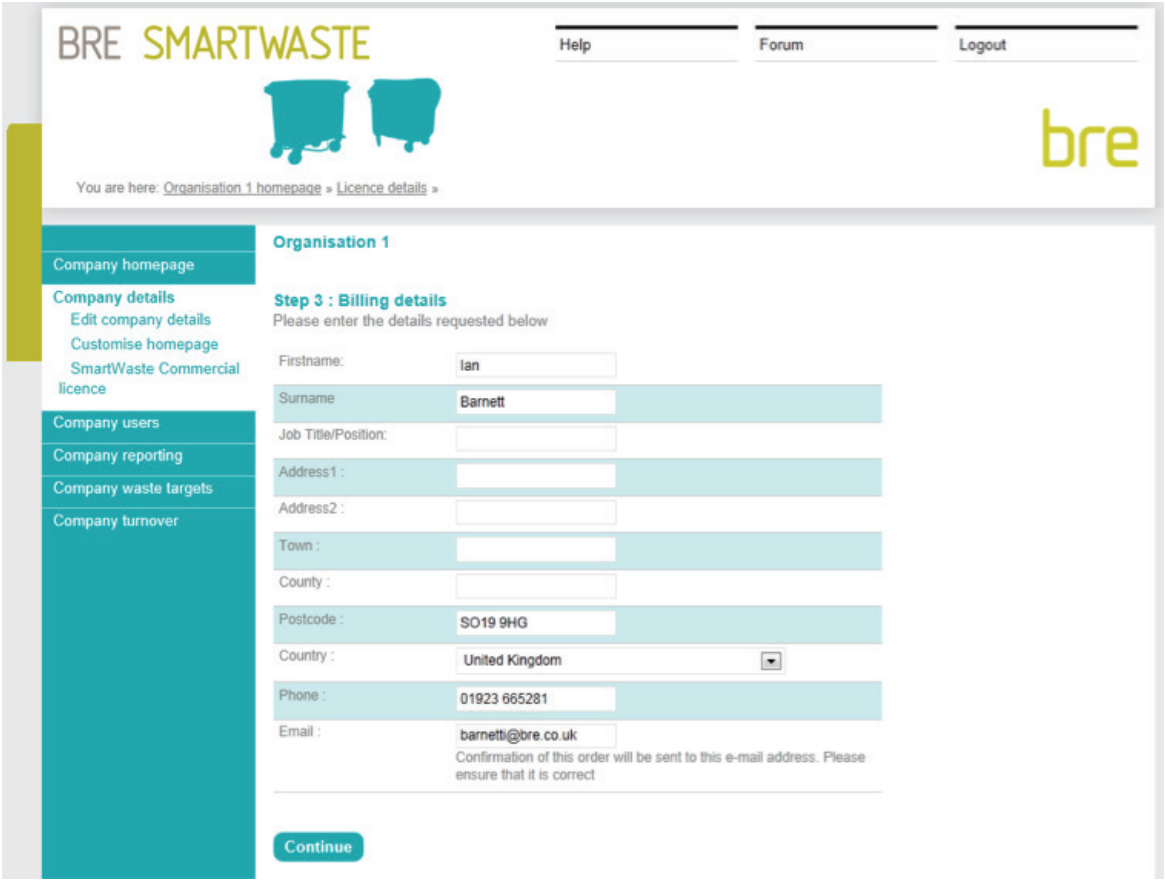


Figure 7: Billing details

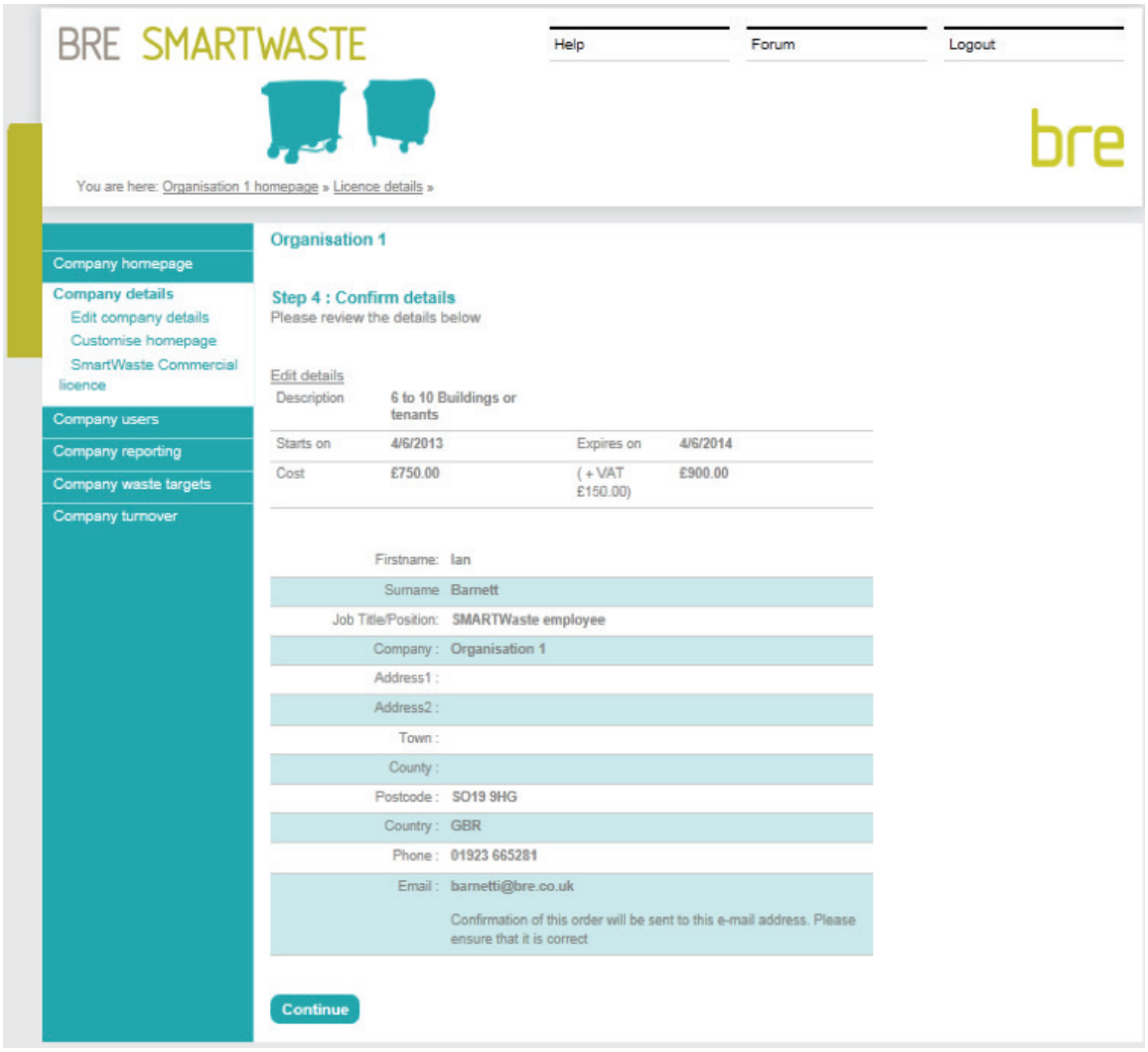


Figure 8: Billing details confirmation

bre
Credit card payment
You are here: Home » Credit card payment
Please enter the billing address or cardholder's address here.
Details entered here will be used by BRE to process this transaction. These details will also be used by NetBanx to validate your card number. We will not use data entered here for any other purpose
Billing / cardholder's Address
Name :
Organisation
Address :
Town :
County :
Postcode : SO19 9HG
Country : United Kingdom
Telephone : 01923 665281
Email : barnetti@bre.co.uk
Submit
BUILDING CHANGE
SMARTWASTE
RedBookLive
GreenBookLive
BREEAM
BRE BOOKSHOP
BRE INNOVATION PARK
BRE Trust

Figure 9: Payment screen

Figure 10: Payment screen

bre
Credit card payment
You are here: Home » Credit card payment
Please check these details carefully - this is your last opportunity to correct them. If you need to alter the billing or delivery address, select the 'edit address' button.
When you press 'go to checkout' you will move onto a 128-bit encrypted secure server, run and managed by NetBanx.
To confirm that you are using a secure link and that your credit card details will be safe in transit, look for the 'padlock' icon at the bottom left of the screen, and for the secure address starting https in the address bar.
Credit card payment for SmartWaste Commercial
Please check the details below then click the 'Go to checkout' button to make your payment.
Billing address [edit address]
Asset owner
BRE
Garston
SO19 9HG
United Kingdom
Delivery to [edit address]
Asset owner
BRE
Garston
SO19 9HG
United Kingdom
Order details
Description
Qty
Price
SMARTWaste Commercial Annual Licence - 6 to 10 Buildings or tenants
1
£750.00
Totals
Sub-total :
£750.00
VAT :
£150.00
Total :
£900.00
Go to checkout

Figure 11: Payment screen

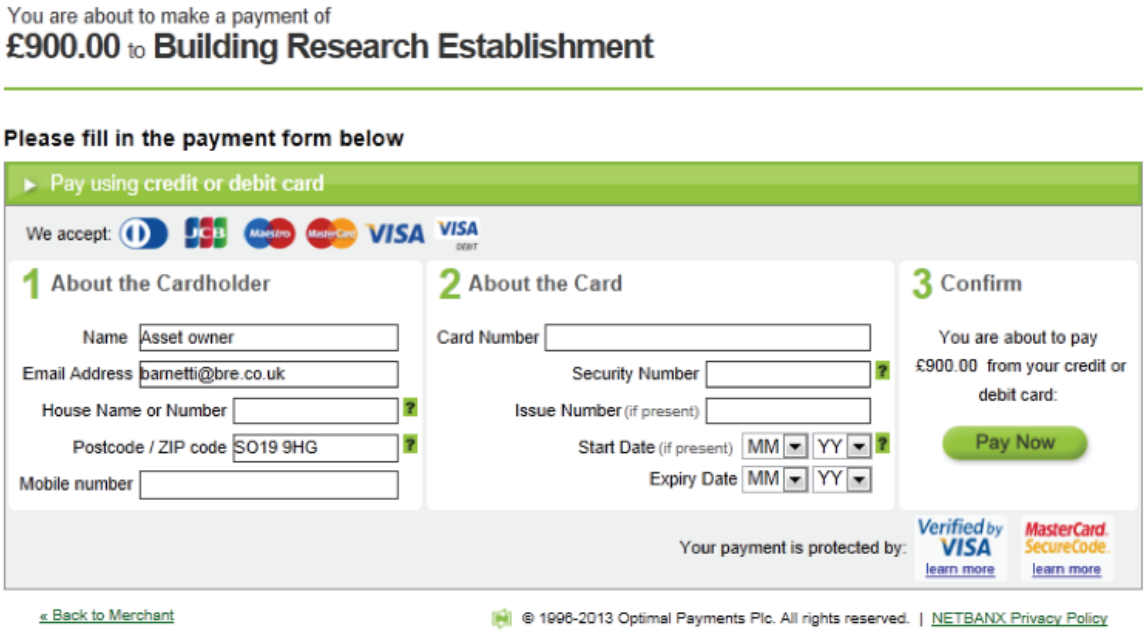

You are about to make a payment of
£900.00 to Building Research Establishment
Please fill in the payment form below
Pay using credit or debit card
We accept:
1 About the Cardholder
Name Asset owner
Email Address barnetti@bre.co.uk
House Name or Number
Postcode / ZIP code SO19 9HG
Mobile number
2 About the Card
Card Number
Security Number
Issue Number (if present)
Start Date (if present) MM YY
Expiry Date MM YY
3 Confirm
You are about to pay £900.00 from your credit or debit card:
Pay Now
Your payment is protected by:
Verified by VISA
learn more
MasterCard SecureCode
learn more
« Back to Merchant
© 1996-2013 Optimal Payments Plc. All rights reserved. | NETBANX Privacy Policy

Figure 12: Payment screen confirmation

3. Adding a new asset

To add a new asset click the 'Add building' link in the bottom right corner of the company homepage; now you have paid for your license this will now take you through the steps to setting up your buildings.

Where a building is multi-tenanted the whole building is registered as a single asset (not multiple assets). You can then allocate floor area to individual tenants in the tool.

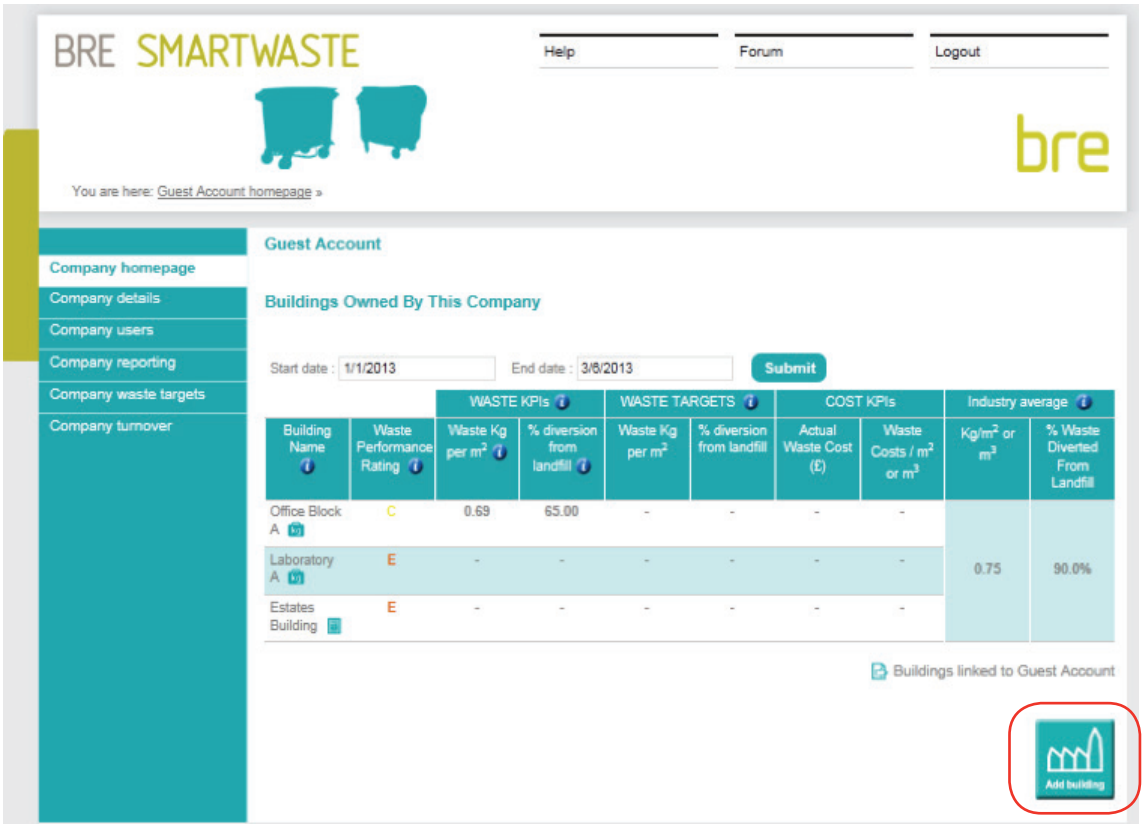


Figure 13: Adding a new building/asset in SMARTWaste® Commercial

Complete the form with all the basic asset details including asset name, address, asset type (there is an extensive drop down list of property types) total building floor area m² (which includes all shared and serviced areas) and a brief description of the asset. Note that all mandatory fields in SMARTWaste® Commercial are in **bold**.

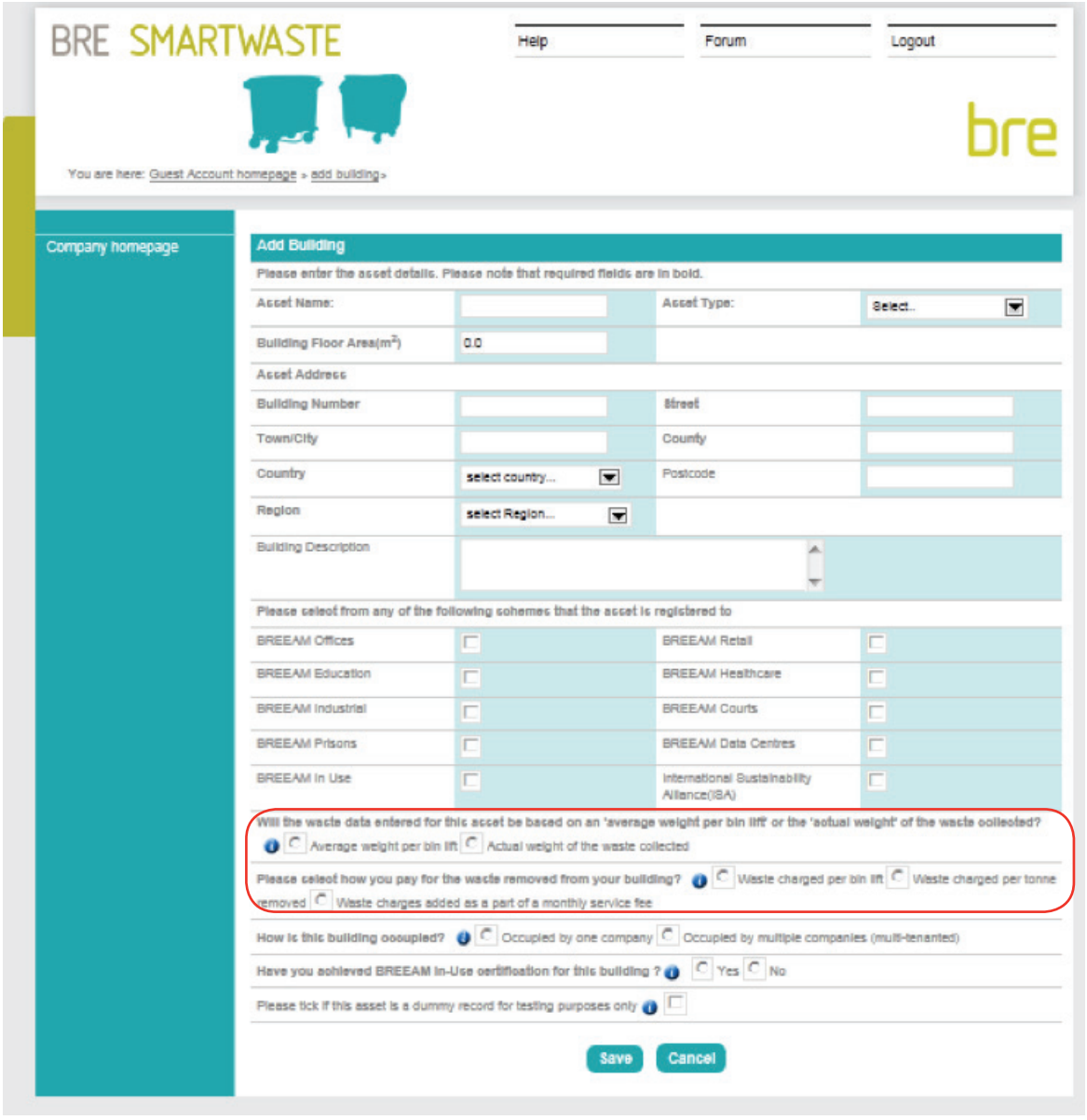


Figure 14: Add/edit asset form in SMARTWaste® Commercial

Two questions at the bottom of the page are crucial to the entry and reporting of waste and cost data in the tool. **Please read these carefully**. The first question reads:

Will the waste data entered for this asset be based on an 'average weight per bin lift' or the 'actual weight' of the waste collected?

There is an important difference between these two options. The first option *'Average weight per bin lift'* is derived from waste industry average weights for a particular container type as determined by your waste contractor e.g. a 1,100 litre wheeled bin containing general office waste may be reported by your waste contractor as weighing 70kg in weight regardless of its 'actual' weight. So where your waste is NOT weighed upon collection by your waste contractor the first option should be selected. Where your waste IS weighed by your waste contractor using onboard lorry weighing technology then you should choose the second option 'Actual weight of the waste collected'. If you do not know the answer to this question please ask your waste management contractor who will be able to tell you.

The second question reads: *Please select how you pay for the waste removed from your building?* The options provided are:

- **Waste charged per bin lift**
- **Waste charged per tonne removed**
- **Waste charges added as a part of a monthly service fee**

Select the option that best characterises your contract agreement with your waste provider or landlord. The answer to this question will determine the type of cost data that you enter in to the tool.

The final two questions on the asset registration page capture whether the building is single or multi-occupancy, and if the asset being registered and data to be submitted is a dummy record for testing purposes only, or real.

Step 2 of setting up the asset is to select all the applicable waste streams for the asset. This form includes the 10 most likely waste arisings from a commercial building. Simply 'check' all the applicable boxes next to each waste stream. If you want to report on other waste streams not included in this list then click on the 'European Waste Catalogue' underneath and select the applicable section from this extended list.

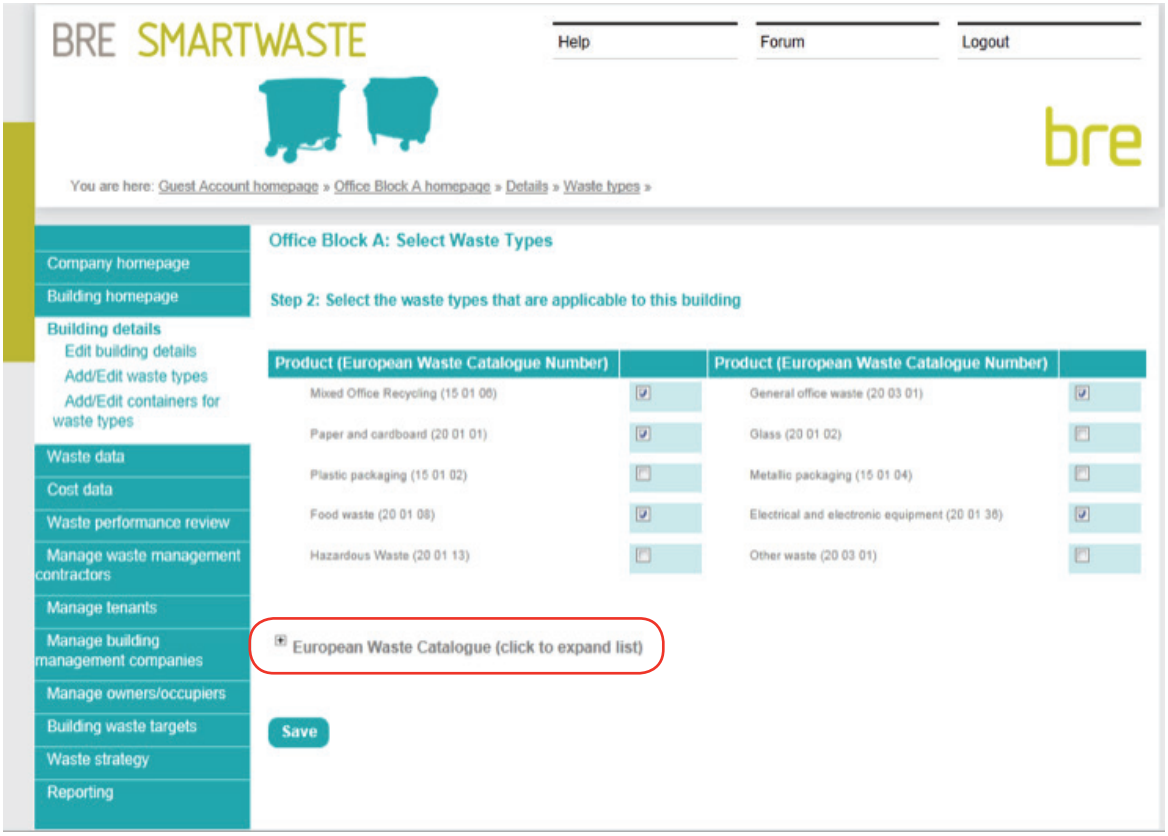

BRE SMARTWASTE
Help
Forum
Logout
bre
You are here: Guest Account homepage » Office Block A homepage » Details » Waste types »
Company homepage
Building homepage
Building details
Edit building details
Add/Edit waste types
Add/Edit containers for waste types
Waste data
Cost data
Waste performance review
Manage waste management contractors
Manage tenants
Manage building management companies
Manage owners/occupiers
Building waste targets
Waste strategy
Reporting
Office Block A: Select Waste Types
Step 2: Select the waste types that are applicable to this building
Product (European Waste Catalogue Number)
Mixed Office Recycling (15 01 06)
Paper and cardboard (20 01 01)
Plastic packaging (15 01 02)
Food waste (20 01 08)
Hazardous Waste (20 01 13)
Product (European Waste Catalogue Number)
General office waste (20 03 01)
Glass (20 01 02)
Metallic packaging (15 01 04)
Electrical and electronic equipment (20 01 36)
Other waste (20 03 01)
European Waste Catalogue (click to expand list)
Save

Figure 15: Selecting the applicable waste streams for an asset

After selecting which wastes your site produces you will need to then select the types of container those wastes are collected in on your site.

Figure 16 illustrates how container types are listed.

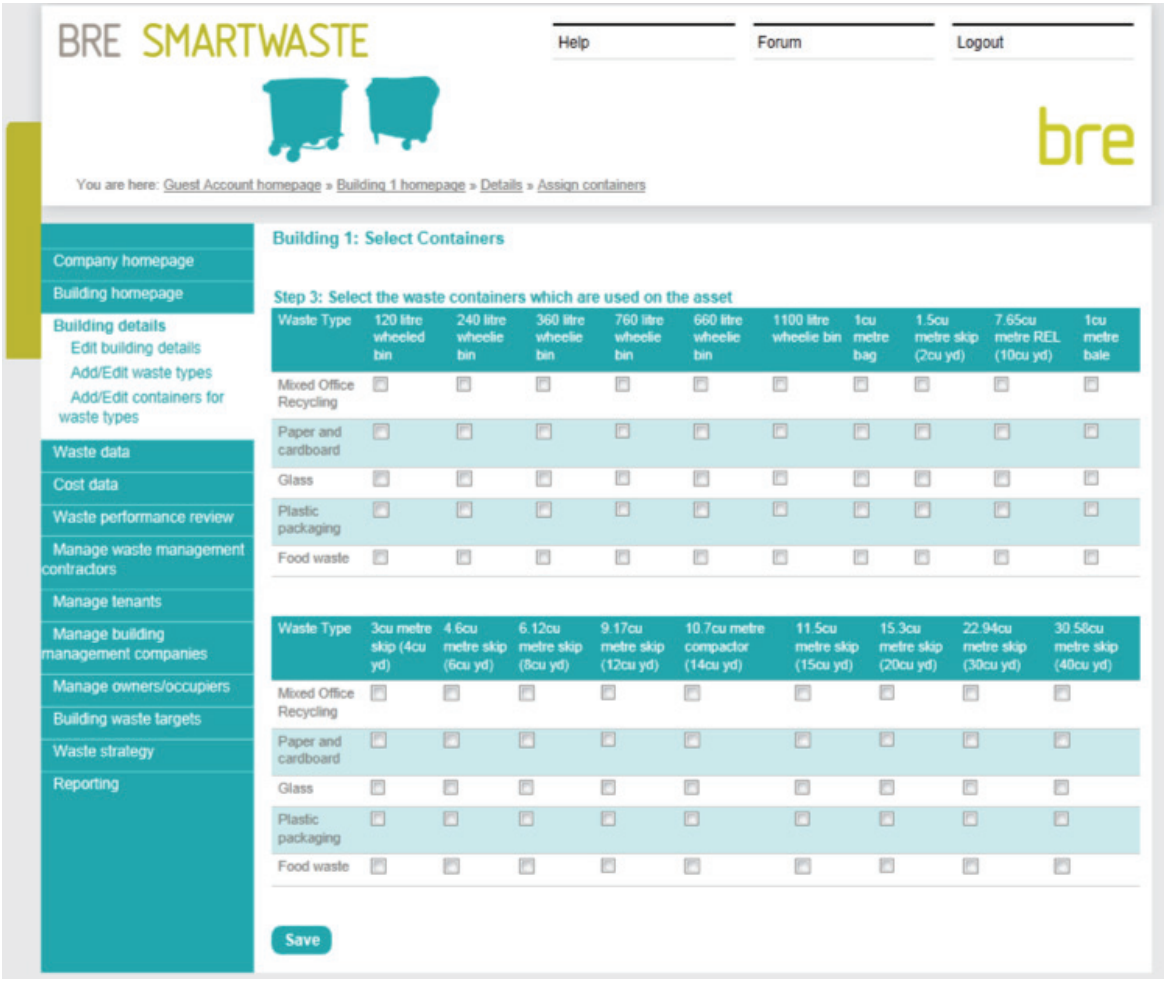


Figure 15: Selecting waste containers

4. Company Homepage

The Company Homepage displays the main waste and cost data and KPIs across all assets set up in an account as illustrated in Figure 16 below. From this page the user can also click across the different tabs to access other company level data. This includes: Summary Charts; Detailed Information; Company Targets; Reports; and Users.

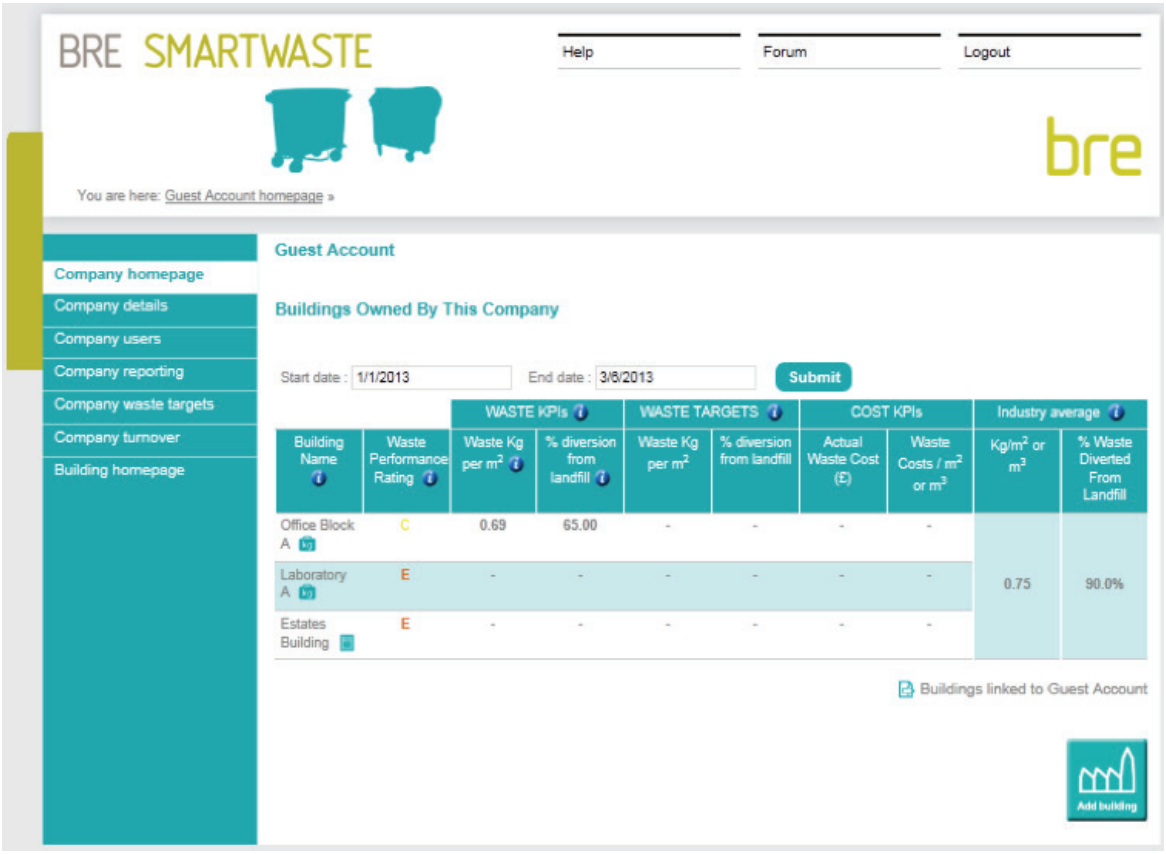


Figure 16: SMARTWaste® Commercial company homepage

Users can tailor what is displayed on the Company Homepage – Summary Information screen. To do this click on the company details tab and then click 'Edit homepage' at the bottom of the screen as illustrated in Figure 17 below.

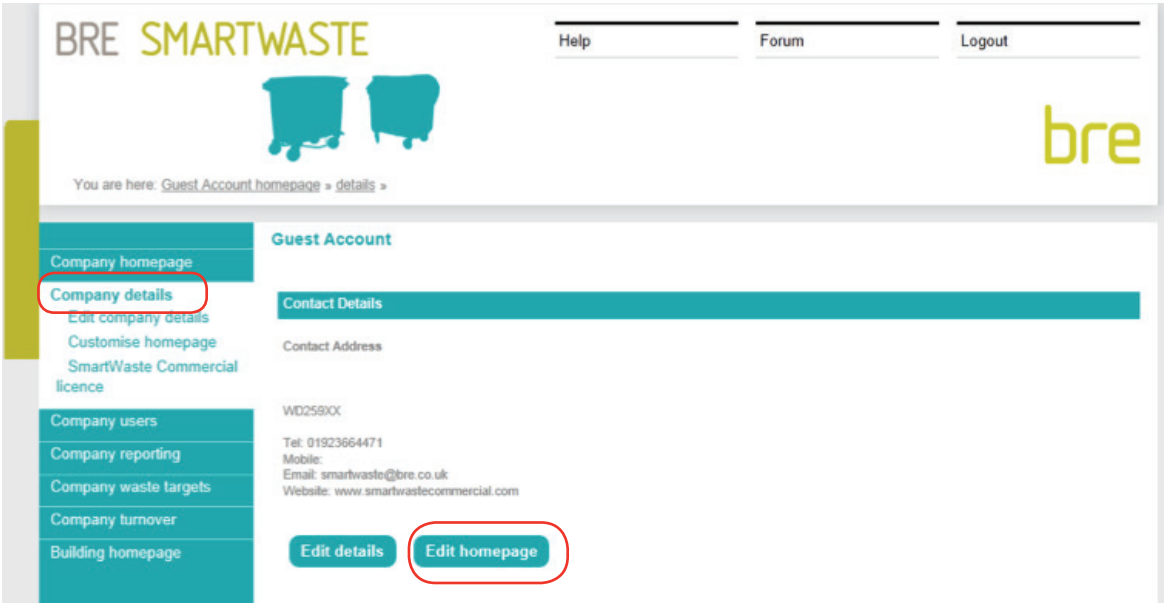


Figure 17: Tailoring the company homepage

As illustrated in Figure 18 below users simply need to check the relevant boxes next to the items that they would like to display on the company homepage. For example users will be able to define what waste KPIs will be displayed, including waste arising in kg per m^2, per staff member (FTE), company turnover, number of visitors, number of tables or beds etc.

One of the main waste KPIs in SMARTWaste Commercial is waste generated expressed in kg/m^2. This KPI is based on the total waste generated by the asset divided by the total floor area occupied and averaged for a single month period. The main cost KPI is similar in that it is the total cost of the waste divided by the total floor area occupied and averaged for a single month.

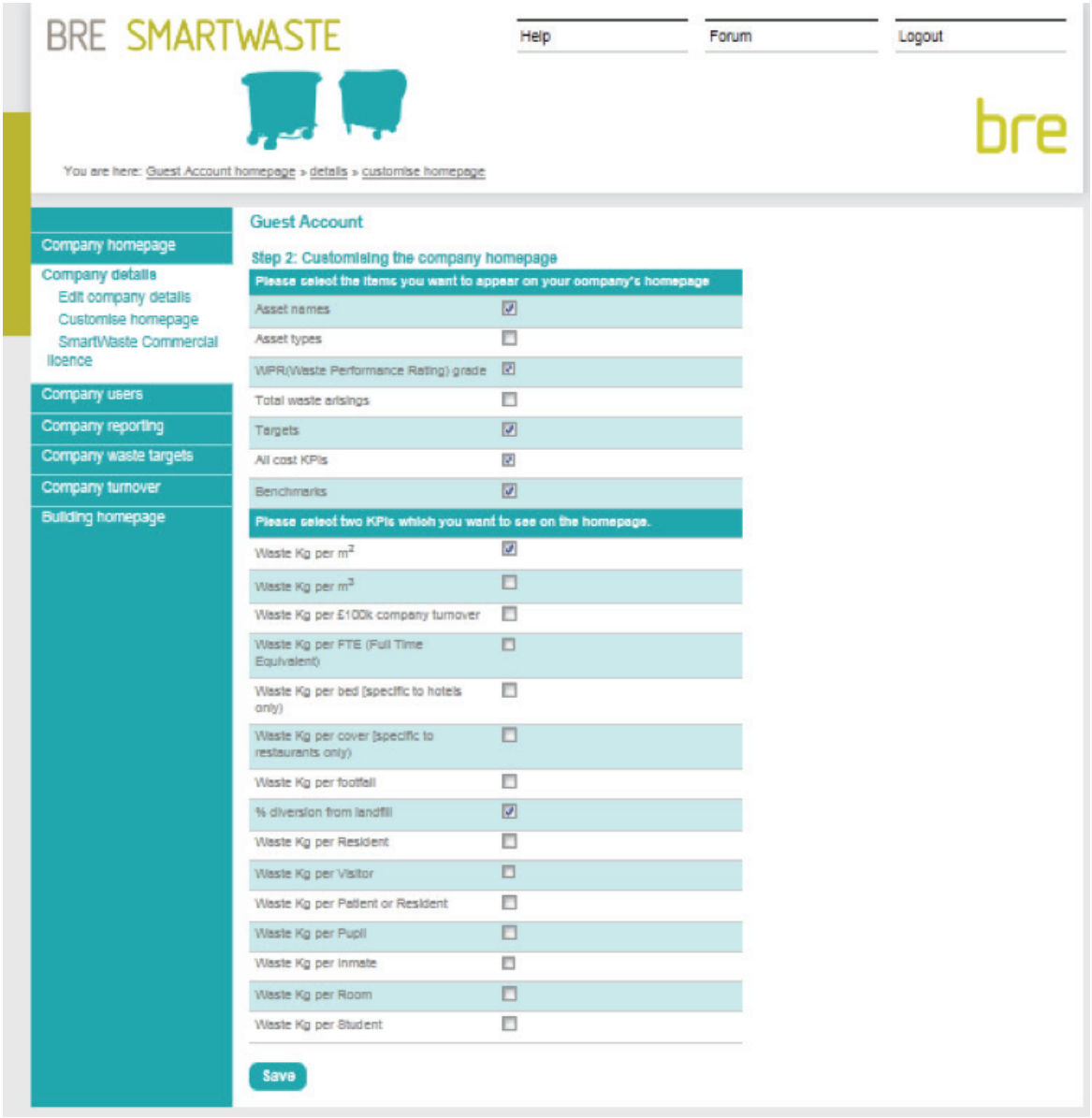


Figure 18: Item list for customising the company homepage

5. Adding new users

To manage users simply click on the 'Company users' tab on the left of the company tool bar as illustrated in Figure 19. From here you can add and edit your users to provide other internal staff with access to the company account and individual asset records.

Note that this function is intended to give access to internal company staff only. If you want to grant access to external users outside of your organisation then follow the guidance in section 7 of this guide.

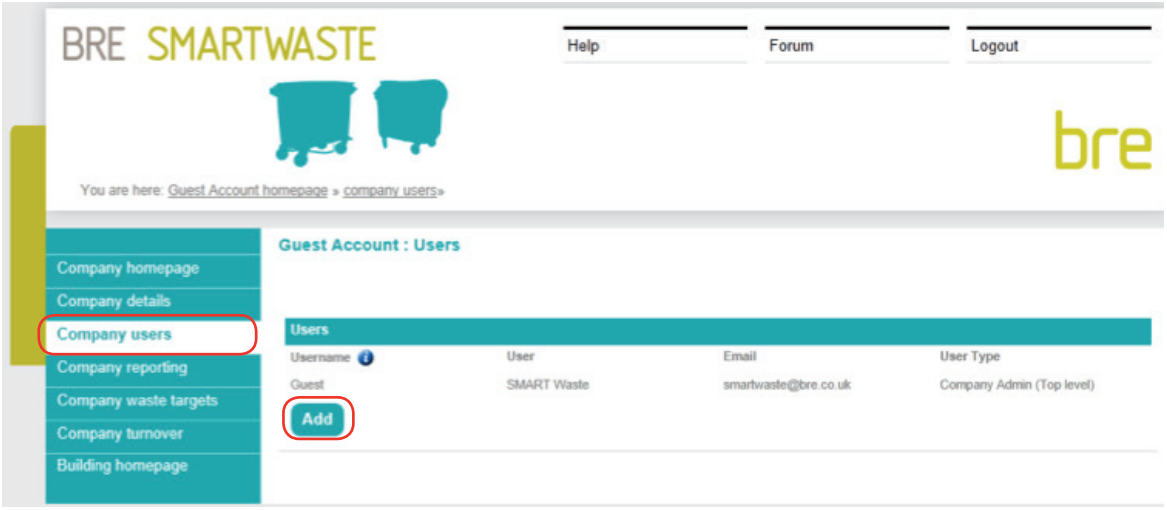


Figure 19: Adding a new user to your company account

When adding a new user you must select what 'user permission' you want to grant them (as illustrated in Figure 20 below). The permission level will determine how much information an individual user can access e.g. do you want them to be able to view and edit company information or only access an individual asset record?

A table can be downloaded by clicking on the link opposite the permissions list which shows the functions available at each user permission level. Please refer to this table when setting up a user. When setting up a new user a suitable unique username and password must be entered and then forwarded to the individual concerned.

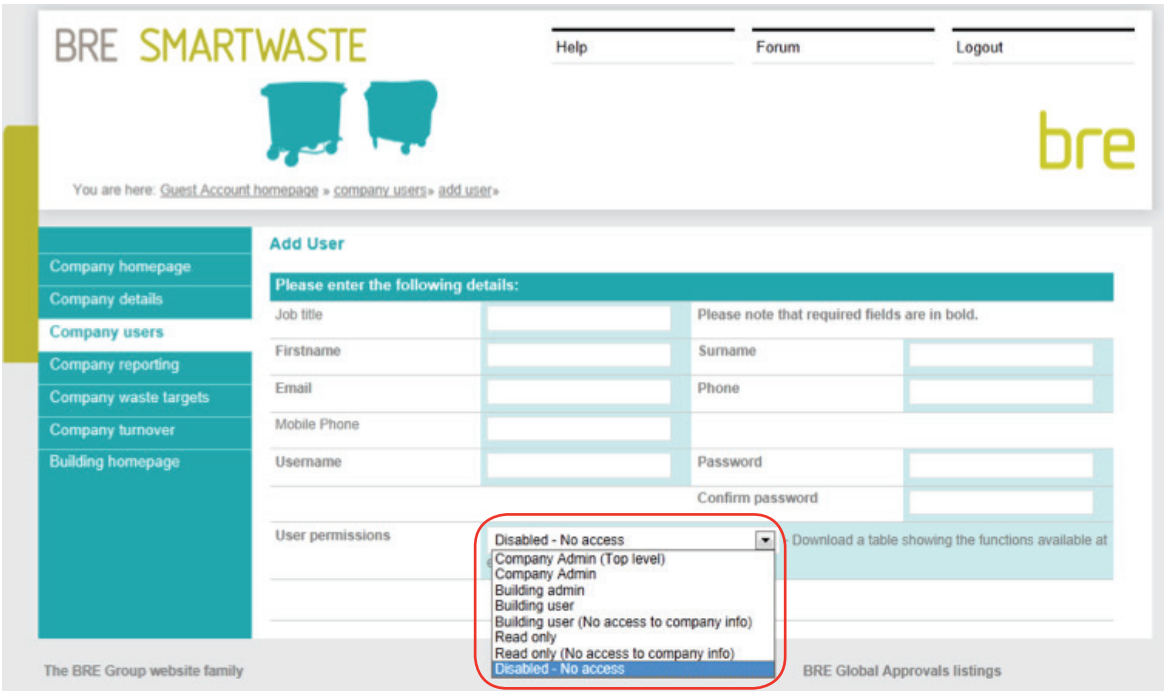


Figure 20: Selecting user permission levels

6. Building homepage

The Building homepage displays all the pertinent information relating to an individual asset record set up in SMARTWaste® Commercial. The information presented on this page includes: Asset Details; Waste Data; Cost Data; Details of Owners, Tenants, FMs, & Waste Management Contractors that are linked to this record; and Additional Information.

You can add data on an asset by simply clicking the relevant Add button.

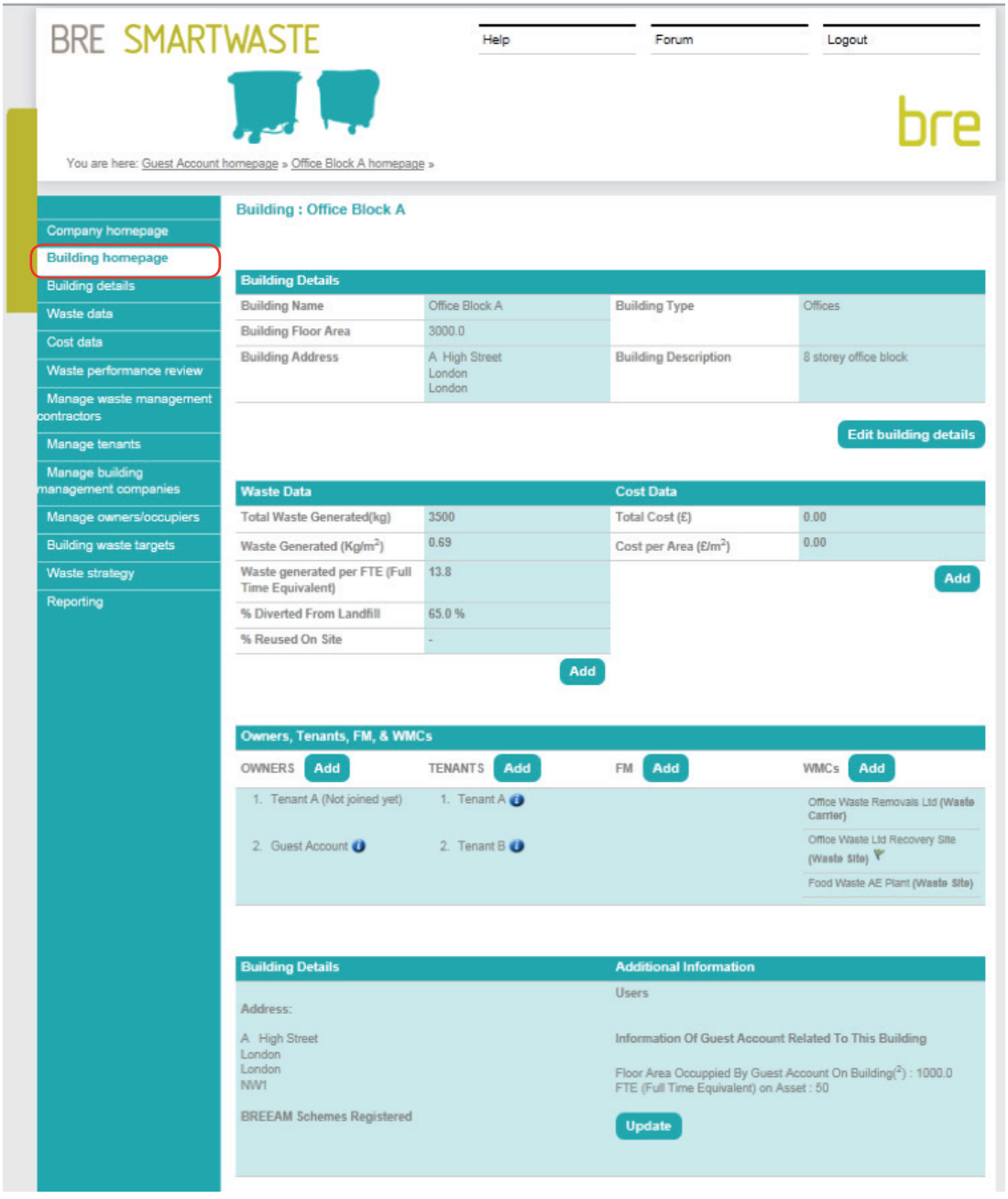


Figure 21: SMARTWaste® Commercial Asset home page

Adding cost data

The add cost data form allows you to set up the costs charged by your waste contractor for a particular date range. Depending on what cost option you selected when setting up the asset will determine whether you enter these costs *'per bin lift'*, *'per tonne'*, or a *'flat monthly service fee'*. Once these charges have been entered into SMARTWaste® Commercial the tool will calculate the ongoing waste costs for all waste entries entered.

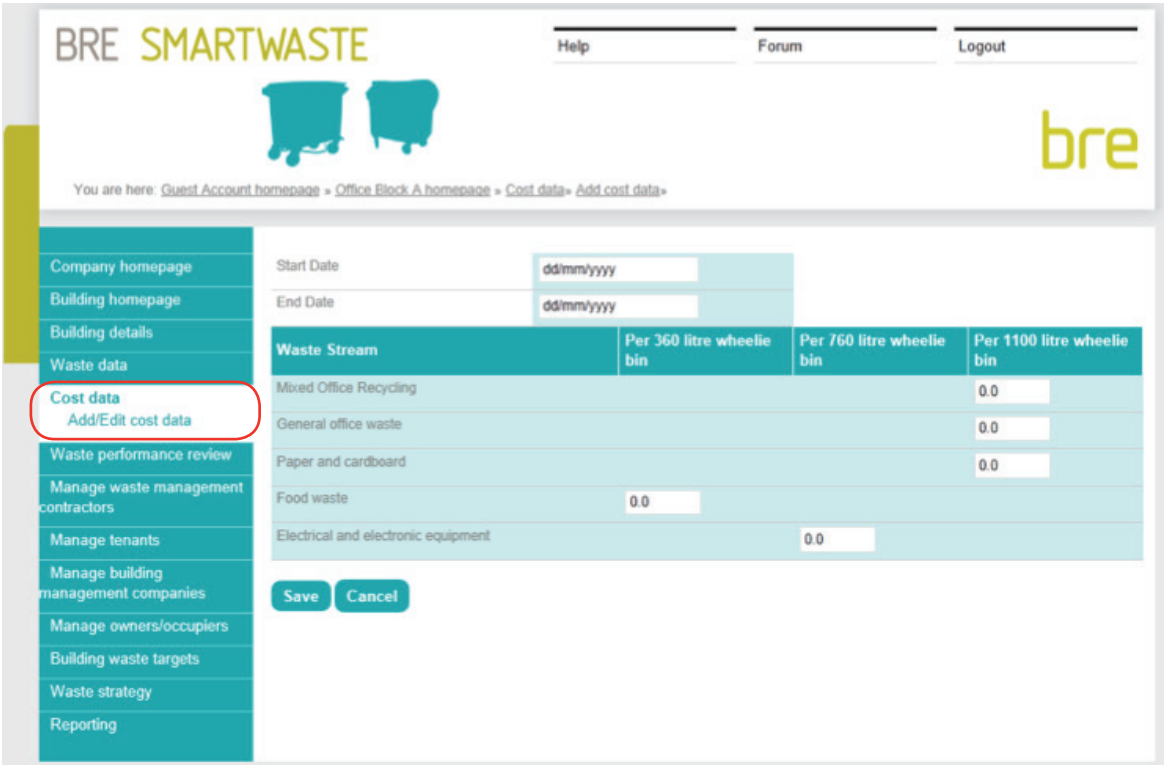


Figure 22: Add cost data form – per bin lift

7. Inviting and adding Building Owners, Tenants, FMs & Waste Management Contractors

A key aspect of the SMARTWaste® Commercial tool is the interaction of different companies on a single asset record. As the Asset 'Record Owner' [the company that set up the asset on SMARTWaste® Commercial] you have control over who you choose to invite to view and/or add information on the asset. The Record Owner has the choice of entering the required information themselves or sending an email invitation to a Building Owner and/or Tenant and/or FM (Building Management Company) and/or WMC (Waste Management Contractor) to request that they enter the relevant information for the asset directly into the system.

To add your own information or invite others simply click on the Add button above the relevant company type as illustrated in Figure 23-25 below.

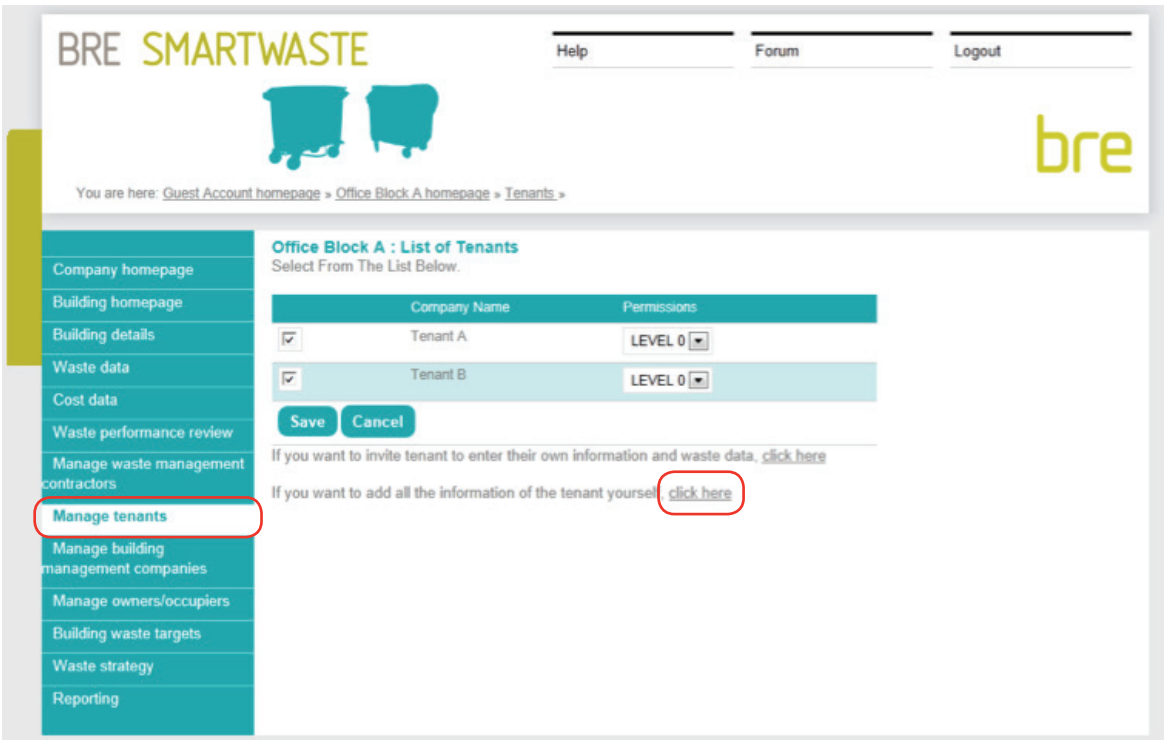


Figure 23: Adding or inviting Building Owners, Tenants, FM and WMCs to an asset record

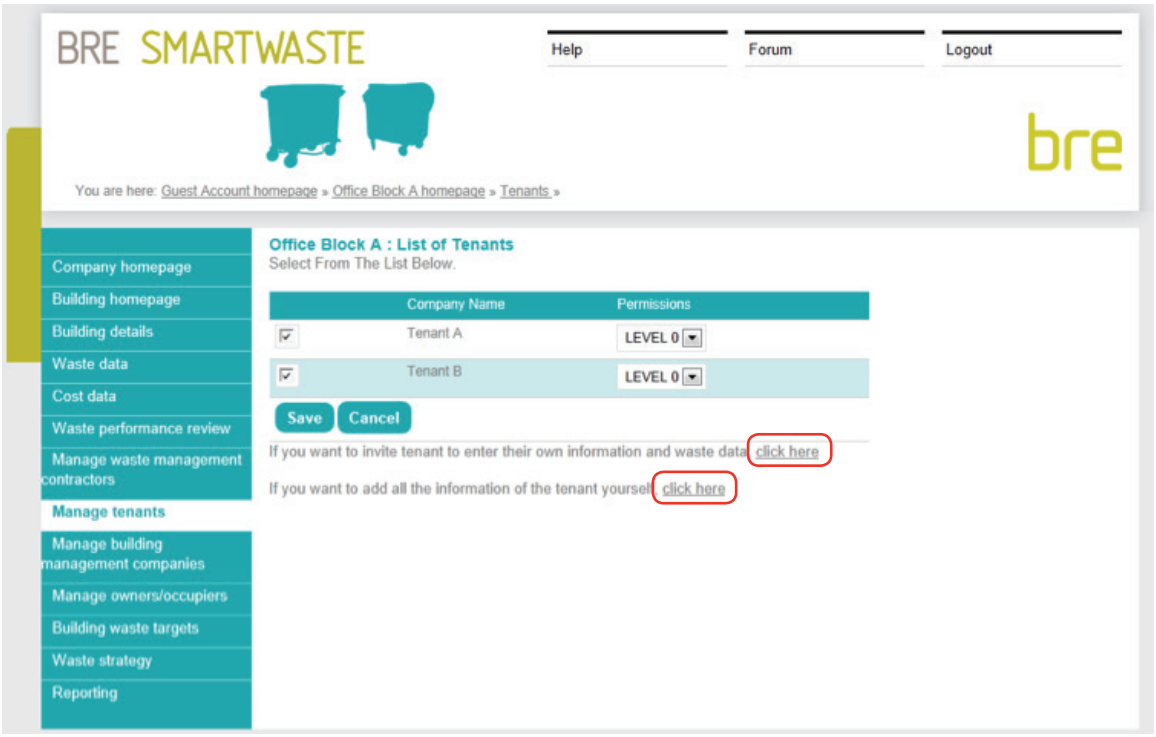


Figure 24: Adding or inviting a tenant on an asset

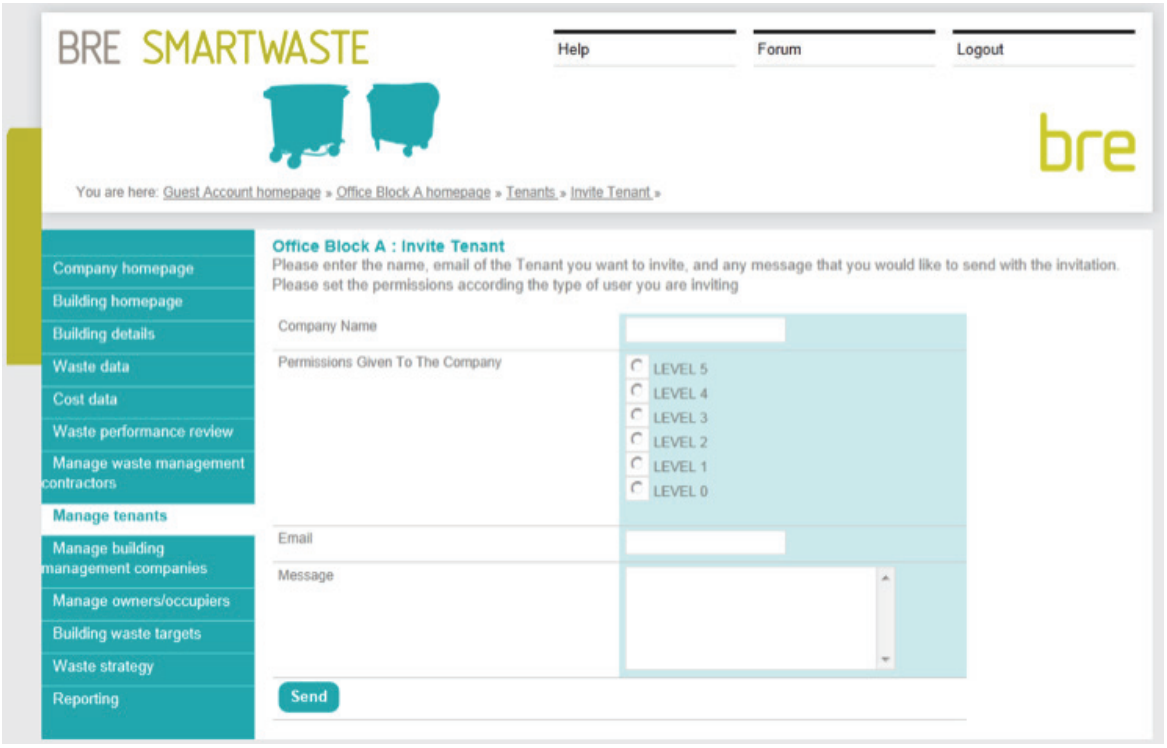


Figure 25: Sending an email invitation to a tenant

When sending an email invitation to a company to interact with an asset record and/or add information you can set their permission level. There are six permission levels as follows:

- **Level 5** – Asset Admin User – Can undertake all tasks at the asset level including amending asset details, adding waste and cost data, adding targets, and inviting new users
- **Level 4** – Asset User 2 – Can undertake all tasks at the asset level EXCEPT inviting other users and changing asset details
- **Level 3** – Asset User 1 – View all asset data AND can enter waste data
- **Level 2** – Read only User 2– View all asset data only (summary information, charts, detailed information, reports)
- **Level 1** – Read only User 1– View asset summary information page only
- **Level 0** – Disabled – No access to company or asset information

Please note that there is no limit to the number of external companies that you can invite to interact with an asset record. For example, a multiple tenanted building can invite or add as many tenants on an asset record as required.

8. Setting up waste management contractors

In order to add waste entries to an asset you must first set up details of the waste management contractor/s including the waste carrier and waste site. To do this click on the Add button next to WMCs as illustrated in Figure 26 below.

Secondly either add the details yourself by clicking the relevant 'click here' link (see Figure 26) or send an email invitation to the contractor to enter all the required information on the asset record themselves. This is the same process as described above for inviting a tenant or FM.

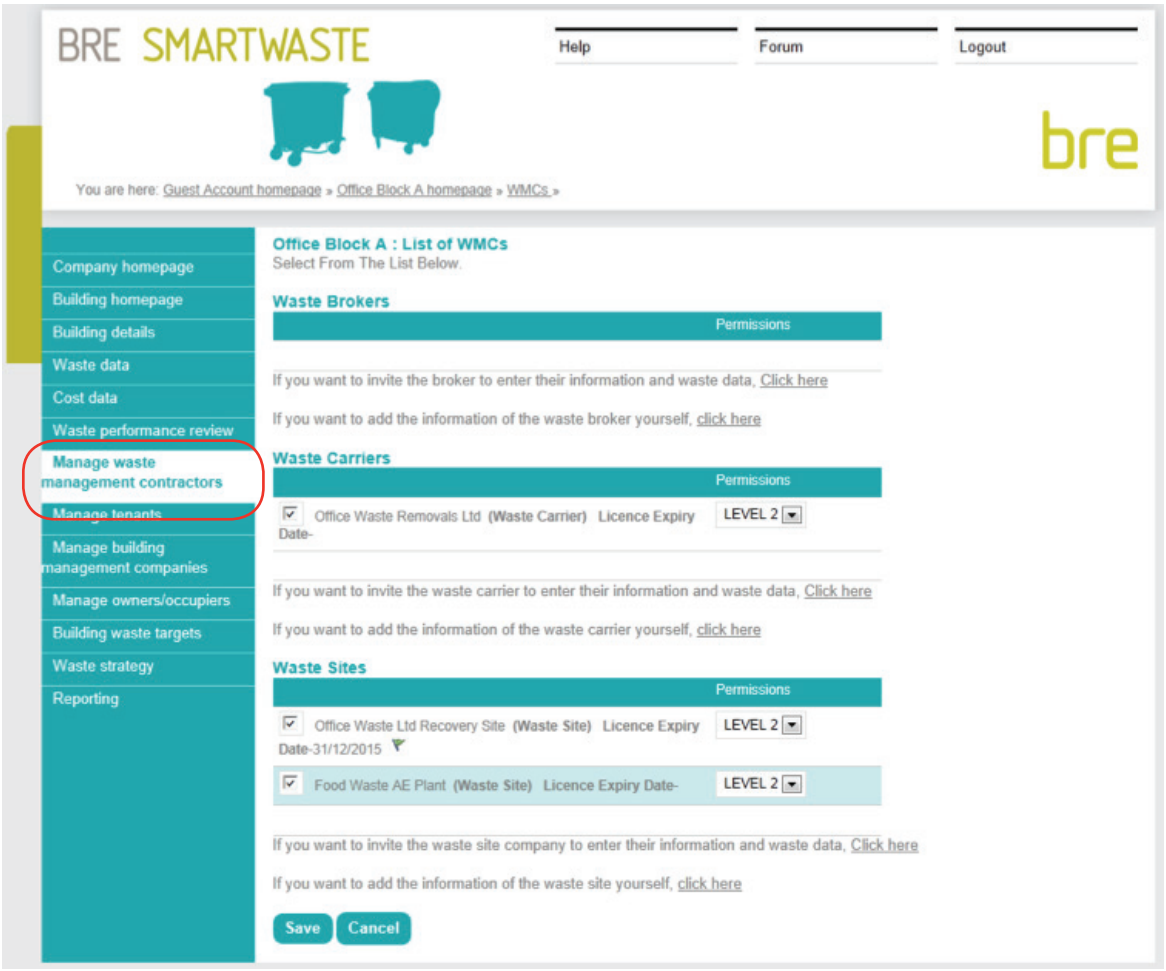

BRE SMARTWASTE
Help
Forum
Logout
bre
You are here: Guest Account homepage » Office Block A homepage » WMCs »
Company homepage
Building homepage
Building details
Waste data
Cost data
Waste performance review
Manage waste management contractors
Manage tenants
Manage building management companies
Manage owners/occupiers
Building waste targets
Waste strategy
Reporting
Office Block A : List of WMCs
Select From The List Below.
Waste Brokers
Permissions
If you want to invite the broker to enter their information and waste data, Click here
If you want to add the information of the waste broker yourself, click here
Waste Carriers
Permissions
Office Waste Removals Ltd (Waste Carrier) Licence Expiry Date- LEVEL 2
If you want to invite the waste carrier to enter their information and waste data, Click here
If you want to add the information of the waste carrier yourself, click here
Waste Sites
Permissions
Office Waste Ltd Recovery Site (Waste Site) Licence Expiry Date-31/12/2015 LEVEL 2
Food Waste AE Plant (Waste Site) Licence Expiry Date- LEVEL 2
If you want to invite the waste site company to enter their information and waste data, Click here
If you want to add the information of the waste site yourself, click here
Save
Cancel

Figure 26: List of WMCs – choice to invite or add the information yourself

Adding Waste Management Contractors' details

When adding a new waste management contractor you are given the option of adding a Waste Broker, Waste Carrier and/or Waste Site as illustrated in Figure 26 above. The minimum you need to set up per asset is at least one waste carrier and one waste site. Without this you will be unable to add waste entry to an asset. Figures 27 – 29 below show the forms for adding/editing Waste Brokers, Carriers and Sites. The only mandatory fields in these forms are the 'Company Name' and 'Company Type', but you are encouraged to enter as much detail on your waste contractors as possible.

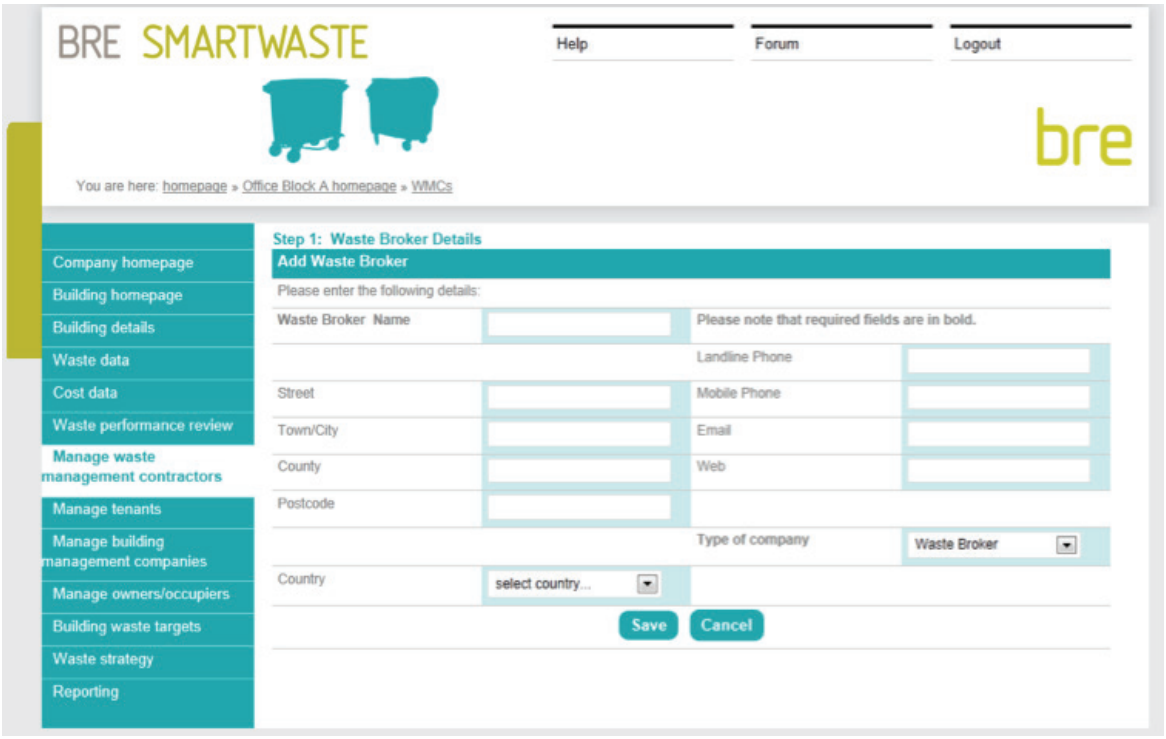


Figure 27: Add Waste Broker form

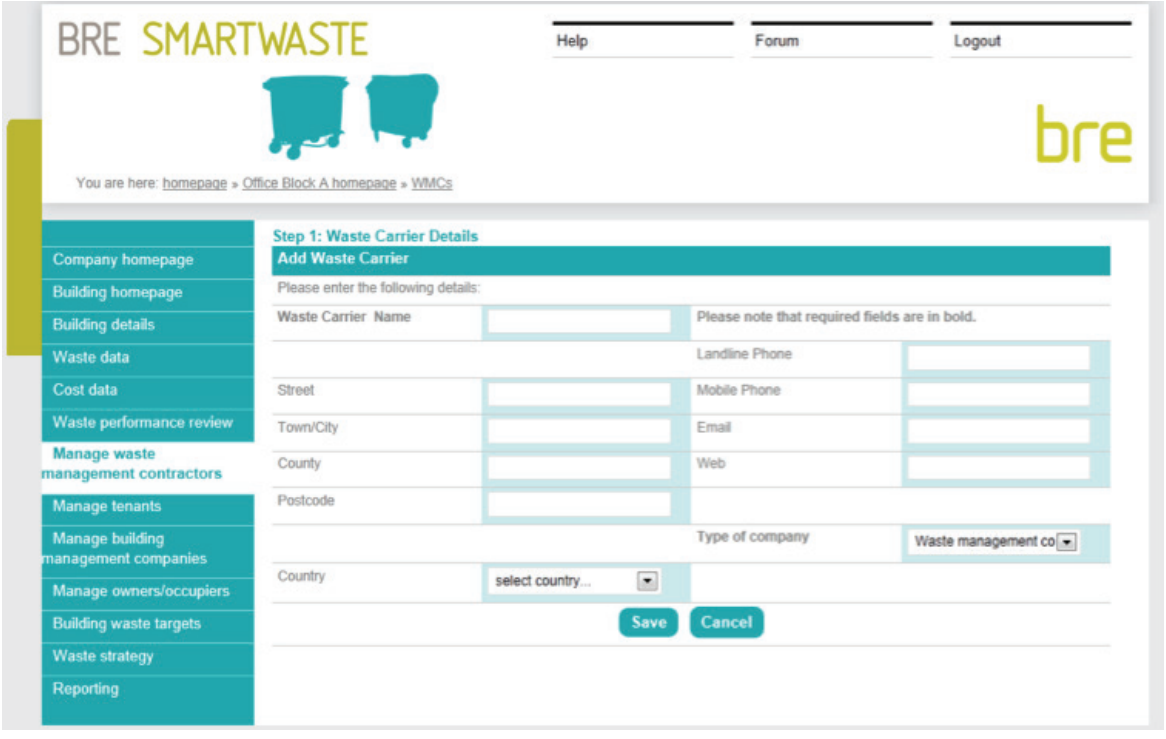


Figure 28: Add Waste Carrier form

When adding a Waste Site you must also select the 'Facility Type' as illustrated below in Figure 29. The different Facilities include: Transfer Station, Material Recycling Facility (MRF), Incinerator (with or without energy/heat recovery), Composting, Anaerobic Digestion (AD), and Landfill.

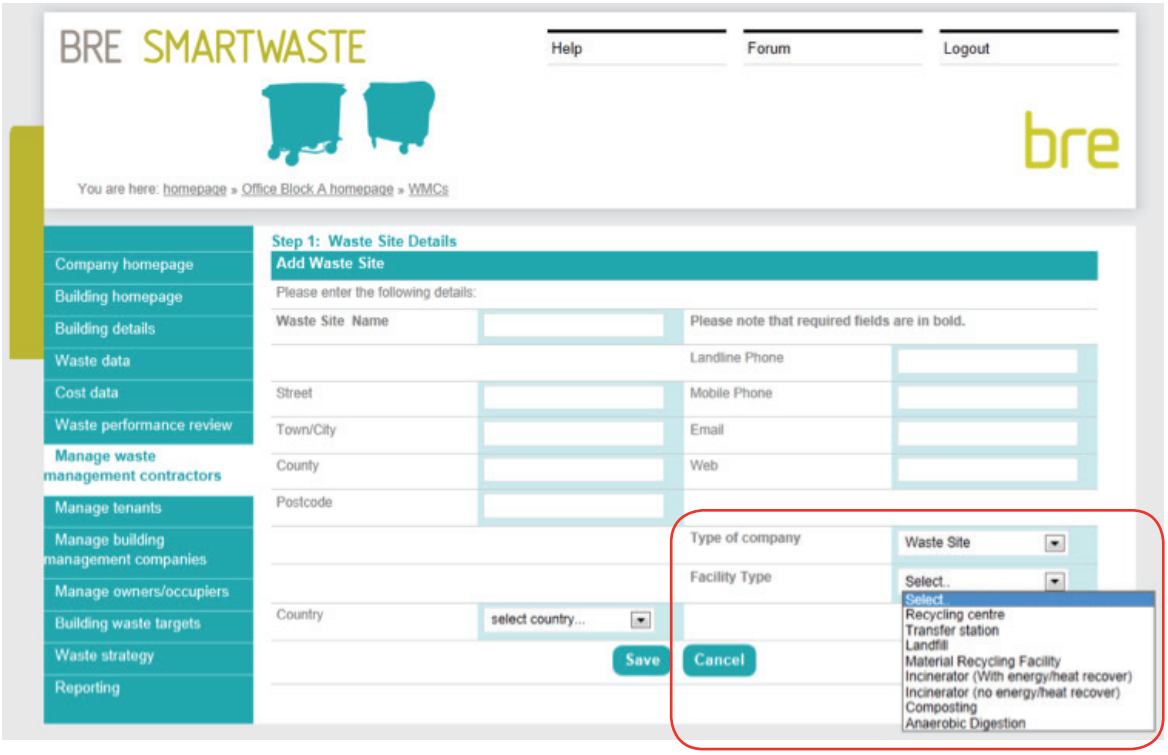


Figure 29: Add Waste Site form

Any broker, carrier and waste sites set up will appear on the 'Building homepage' as illustrated in Figure 30 below. To enter further information on a carrier and waste site including waste management licence details and site recovery/recycling rates click on the relevant WMC company name hyperlinked in the WMC list.

Figure 30: Waste Management Contractors

To add waste management licence details and a waste site's recycling rates click the Add button under the appropriate heading, as illustrated in Figure 31.

From the 'Building homepage' (Figure 30) you can add and edit the waste site licence details and the recycling rates for the site. Figure 32 shows the 'add' or 'edit' recycling rate form that should be completed for every waste site set up in SMARTWaste® Commercial.

Please note that if recycling rates are not added for a waste site then the system will apply default recycling rates of 50% recycling for all non-segregated waste and 80% for segregated waste stream. Please note that these rates will only apply to sites specified as a Material Recycling Facility.

When entering a recycling rate for a site you must enter both the start and end date for which the rate being entered will apply (see Figure 33). A waste entry can not be added otherwise as the system needs to know what recycling rate to apply. You can enter two separate % recycling rates for a waste site: one rate which would be applied to any 'mixed waste' sent to the site e.g. not a single segregated waste stream, and one rate which would be applied to 'segregated waste' sent to a waste site. Obviously the information on these recycling rates needs to come from your waste management contractor. All contractors should be able to provide this information as they have a legal requirement to provide it to the Environment Agency as a part of their Annual Waste Return, which specifies the total tonnage received by the waste site, and the total tonnage sent to Landfill. The difference between these two figures is what the waste site has recovered and recycled and determines the overall recycling rate for the waste site. Please therefore note that in most cases the recycling rate that a contractor can supply is an average for the site, and is not individual to the actual waste collected for an asset.

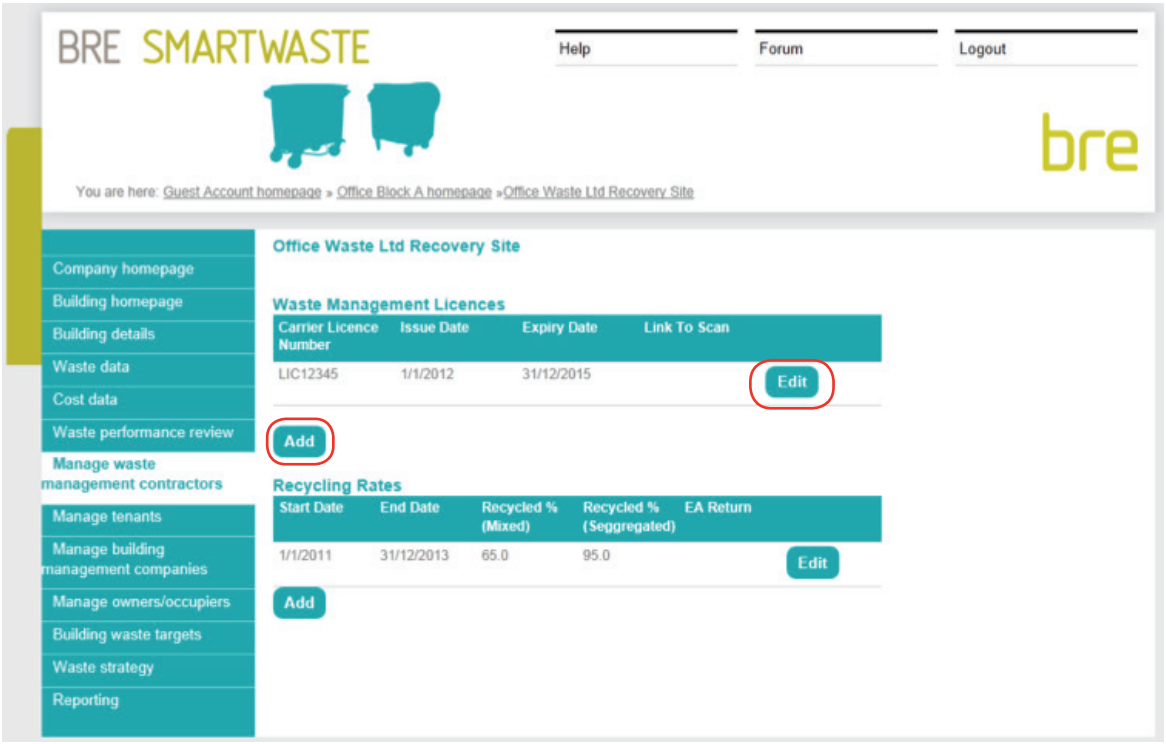


Figure 31: Add/edit waste site licences and recycling rates page

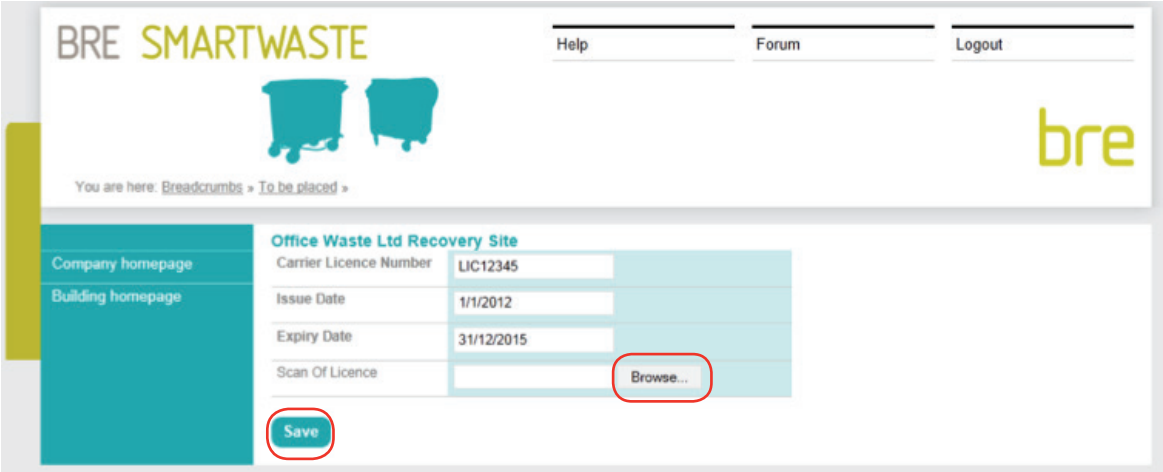
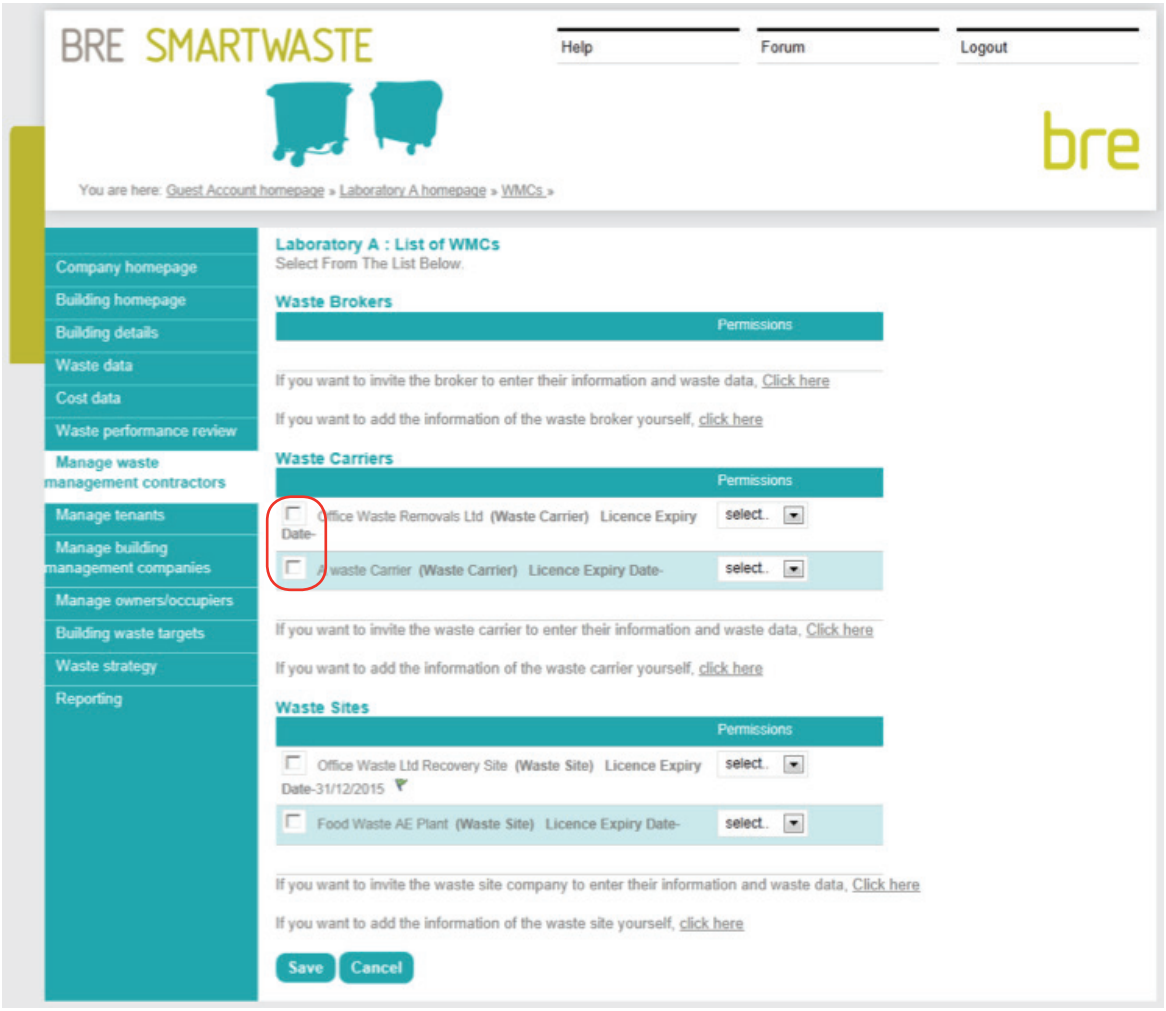


Figure 32: Add/edit recycling rate form

Users also have the option of uploading scanned evidence into the system of the recycling rates for a site. Simply click on the Browse... button next to relevant field and select a file from your computer to upload and save to the system. This can include site waste management licences and waste site EA returns.

9. Assigning WMCs to an asset

Once you have set up your WMCs in SMARTWaste® Commercial they can be assigned to any asset added to a company account. To do this simply click on the 'Manage waste management contractors' tab and check the box next to the WMC you wish to assign to the asset (see Figure 33).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You are here: Guest Account homepage » Laboratory A homepage » WMCs »
Company homepage
Building homepage
Building details
Waste data
Cost data
Waste performance review
Manage waste management contractors
Manage tenants
Manage building management companies
Manage owners/occupiers
Building waste targets
Waste strategy
Reporting
Laboratory A : List of WMCs
Select From The List Below
Waste Brokers
Permissions
If you want to invite the broker to enter their information and waste data, Click here
If you want to add the information of the waste broker yourself, click here
Waste Carriers
Permissions
Office Waste Removals Ltd (Waste Carrier) Licence Expiry Date-
select..
A waste Carrier (Waste Carrier) Licence Expiry Date-
select..
If you want to invite the waste carrier to enter their information and waste data, Click here
If you want to add the information of the waste carrier yourself, click here
Waste Sites
Permissions
Office Waste Ltd Recovery Site (Waste Site) Licence Expiry Date-31/12/2015
select..
Food Waste AE Plant (Waste Site) Licence Expiry Date-
select..
If you want to invite the waste site company to enter their information and waste data, Click here
If you want to add the information of the waste site yourself, click here
Save
Cancel

Figure 33: Asset drop down menu – Assign waste management contractors/sites

Please note that in order to enter waste data for an asset you must as a minimum have at least one waste carrier and one waste site assigned to an asset.

10. Adding waste data

To add waste data for an asset click on 'Add waste data' option, which appears when selecting the 'Waste data' tab on the left hand side of the screen, or alternatively click the Add button under the waste data on the asset summary information page (see Figure 34).

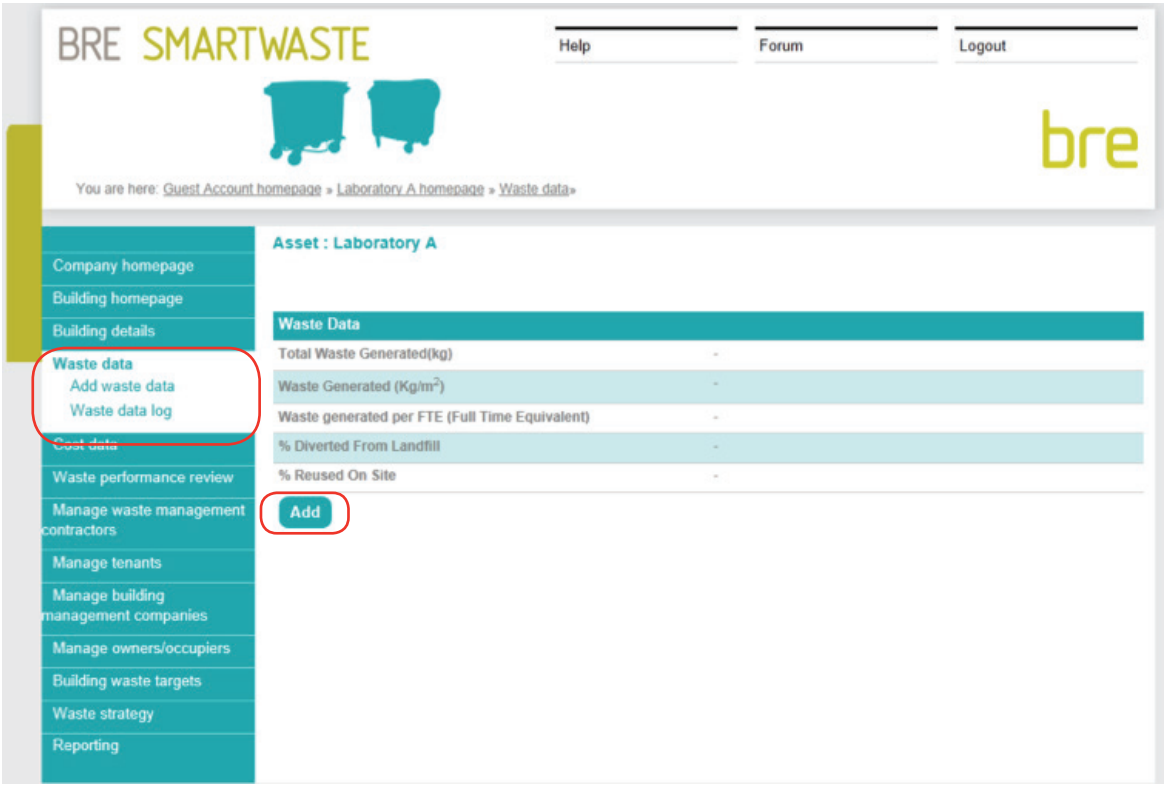


Figure 34: Adding waste data on SMARTWaste® Commercial

The 'Add waste data' form (Figure 35) is straight forward to complete. Simply complete each field including:

- **Date of transfer**
  If you are adding waste data for a whole month enter the 1st of the month. The date format is DD/MM/YYYY
- **Waste carrier and destination**
  Select the relevant waste carrier and waste destination from the drop down list. If the drop down list does not include any carriers or destinations then you need to go back and check that the waste contractor has been set up AND assigned to the asset (see section 8 and 9 for further details)
- **Container type**
  Select the relevant container type from the drop down list. Please note: If the container type you require is not featured in this list please feedback to the administrators via the User Forum page so that it can be added (see section 0 for further details)
- **Company waste entered**
  For multi-tenanted buildings you can add a waste entry for an individual tenant by selecting the tenant name from the drop-down menu. If the waste entry is for the whole building then leave this field blank.
- **Is the waste segregated?**
  If the waste removed is segregated i.e. the container contains only one waste type then check this box
- **Waste Product (European Waste Catalogue Number)**
  Enter the total tonnage of waste (T) removed AND number of containers (N) next to the relevant waste stream. Please note that if no waste types appear in the Waste Product list on the add waste form then you need to go back and select these from the asset set-up page (see Figure 31: Changing waste types on the asset homepage). Please also note that a tonnage MUST be entered next to each waste entry as there are currently no default tonnage amount set within the tool. If the number of containers is not entered then it will be assumed to be one and calculated on this basis.

When you have completed the 'Add waste data' form click the Add button at the bottom of the page. This will save the entry and refresh the page ready for your next waste entry.

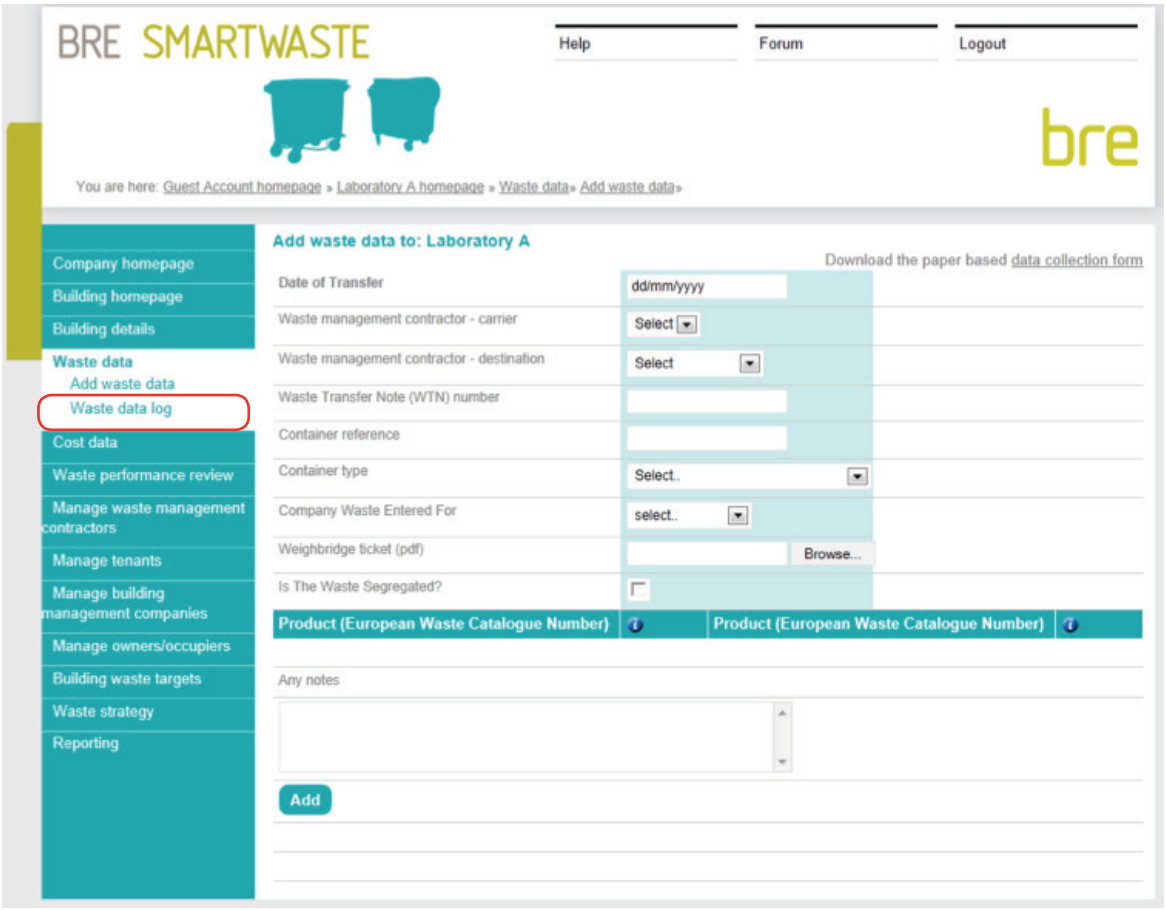
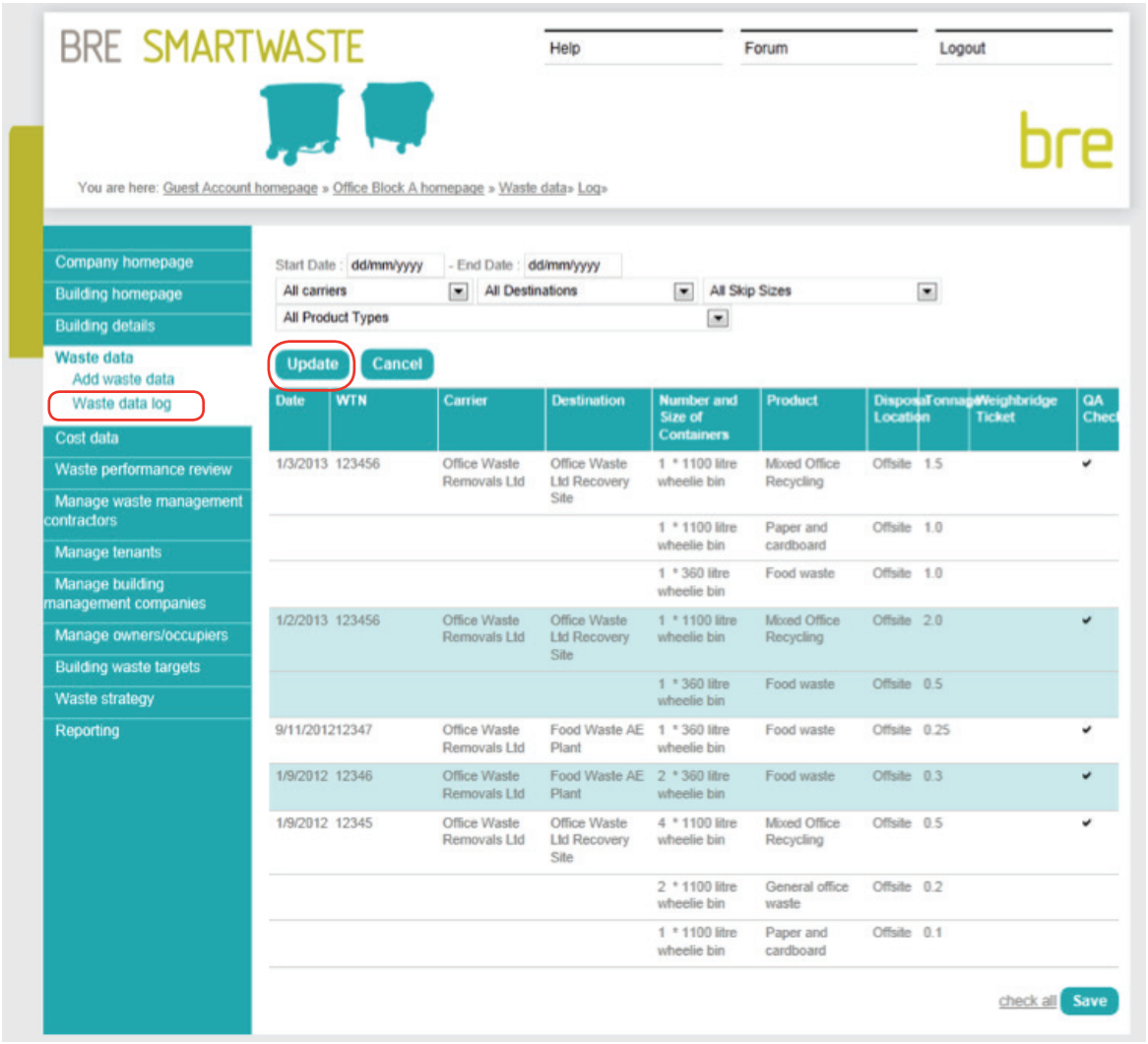


Figure 35: Add waste data form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You are here: Guest Account homepage » Office Block A homepage » Waste data» Log»
Company homepage
Building homepage
Building details
Waste data
Add waste data
Waste data log
Cost data
Waste performance review
Manage waste management contractors
Manage tenants
Manage building management companies
Manage owners/occupiers
Building waste targets
Waste strategy
Reporting
Start Date : dd/mm/yyyy - End Date : dd/mm/yyyy
All carriers
All Destinations
All Skip Sizes
All Product Types
Update
Cancel
Date WTN Carrier Destination Number and Size of Containers Product Disposal Location Tonnage Weighbridge Ticket QA Check
1/3/2013 123456 Office Waste Removals Ltd Office Waste Ltd Recovery Site 1 * 1100 litre wheelie bin Mixed Office Recycling Offsite 1.5
1 * 1100 litre wheelie bin Paper and cardboard Offsite 1.0
1 * 360 litre wheelie bin Food waste Offsite 1.0
1/2/2013 123456 Office Waste Removals Ltd Office Waste Ltd Recovery Site 1 * 1100 litre wheelie bin Mixed Office Recycling Offsite 2.0
1 * 360 litre wheelie bin Food waste Offsite 0.5
9/11/201212347 Office Waste Removals Ltd Food Waste AE Plant 1 * 360 litre wheelie bin Food waste Offsite 0.25
1/9/2012 12346 Office Waste Removals Ltd Food Waste AE Plant 2 * 360 litre wheelie bin Food waste Offsite 0.3
1/9/2012 12345 Office Waste Removals Ltd Office Waste Ltd Recovery Site 4 * 1100 litre wheelie bin Mixed Office Recycling Offsite 0.5
2 * 1100 litre wheelie bin General office waste Offsite 0.2
1 * 1100 litre wheelie bin Paper and cardboard Offsite 0.1
check all
Save

Figure 36: Updating waste data log for time periods

To view the waste entries entered for an asset click on 'Waste data log' from the 'Waste data' tab (see Figure 35). This will load the waste data log which summarises each waste entry as illustrated in Figure 36. To edit an existing waste entry simply click on the date of the waste entry that you would like to amend, edit as appropriate and re-save by clicking the Add button at the bottom of the page.

You can also filter the waste data log by date, waste carriers, destination, container type and waste type to view only certain information. Simply set the filters you require at the top of the page and click Update to provide a tailored waste data log (Figure 36).

11. Setting targets at company and asset level

To add waste targets at the company level simply click on the 'Company waste targets' tab on the Company Homepage. From here you can add targets or edit existing ones.

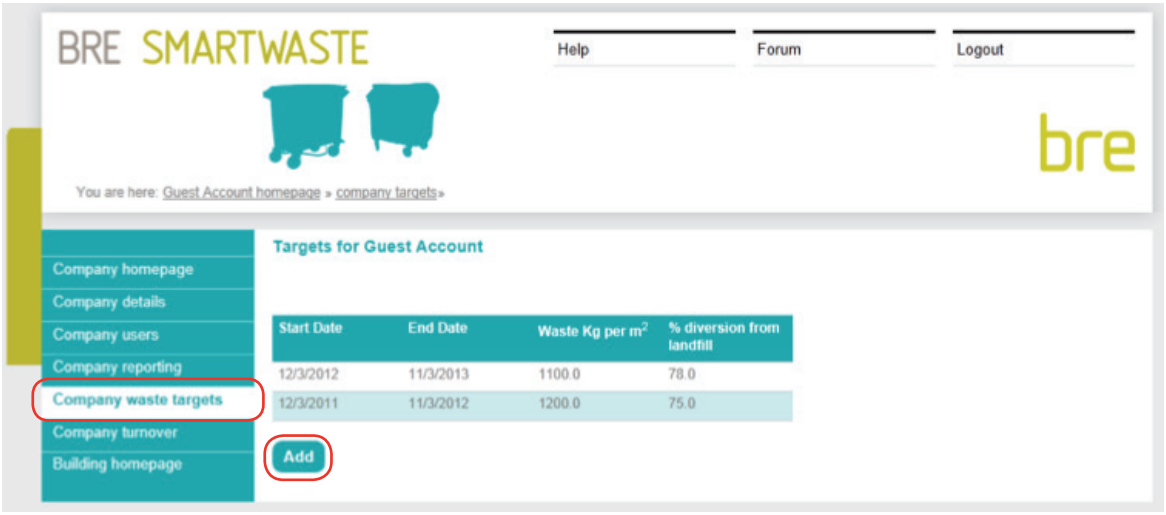


Figure 37: Adding Company targets

When entering your company targets set the date range for which the target(s) relate. Targets can be set for:

- % of waste diverted from landfill
- Total Waste Produced (kg/m^2)

Please note that other waste targets will be added as and when further waste KPIs are introduced to the system e.g. kg/per staff, kg/per visitor, kg/per hotel room, kg/per restaurant cover etc.

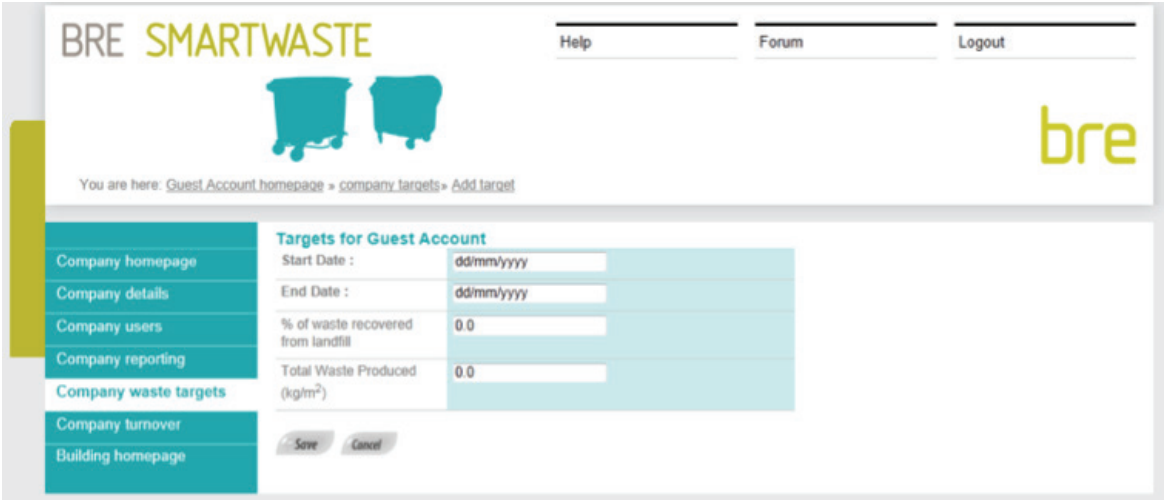


Figure 38: Add Company target form

Individual targets can be set at the asset level in the same way as the company targets.

12. Waste Performance Review

Every asset in SMARTWaste®Commercial is given a Waste Performance Review (WPR) rating based on its overall performance. This is calculated based on the total waste arisings generated by the asset and the % waste diverted from landfill. To access the WPR simply click on the 'Waste performance review' tab (Figure 39).

The WPR rating will be calculated once a quarter based on all waste data entered into SMARTWaste® Commercial for all registered assets. The Standard, Good and Exemplar benchmarks will be determined by the bottom 50% quartile of all assets registered, the middle 25%, and the top 25% respectively. The actual performance of the asset will then fall within one of these quartiles which will be used to partly determine the overall WPR rating.

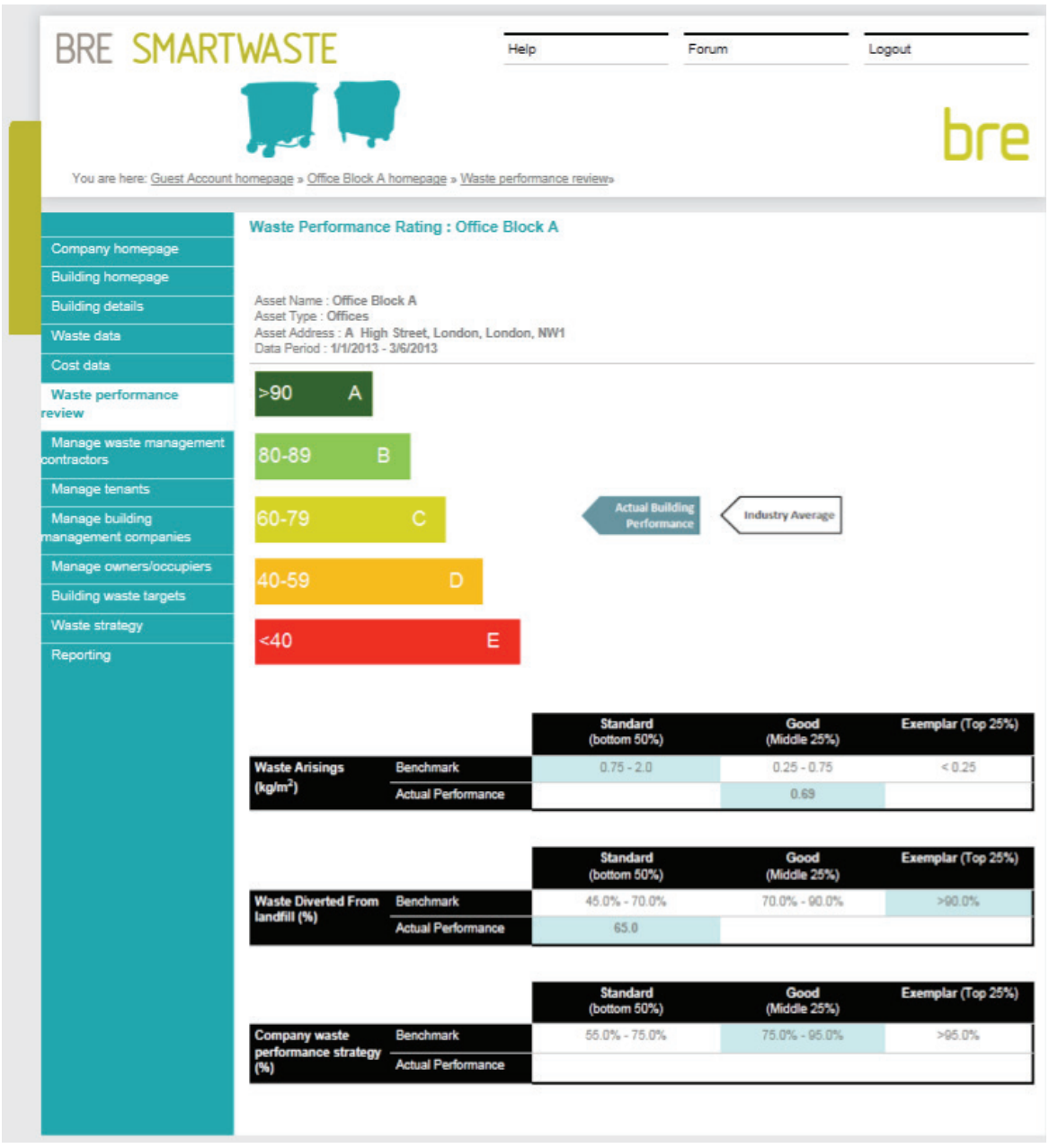
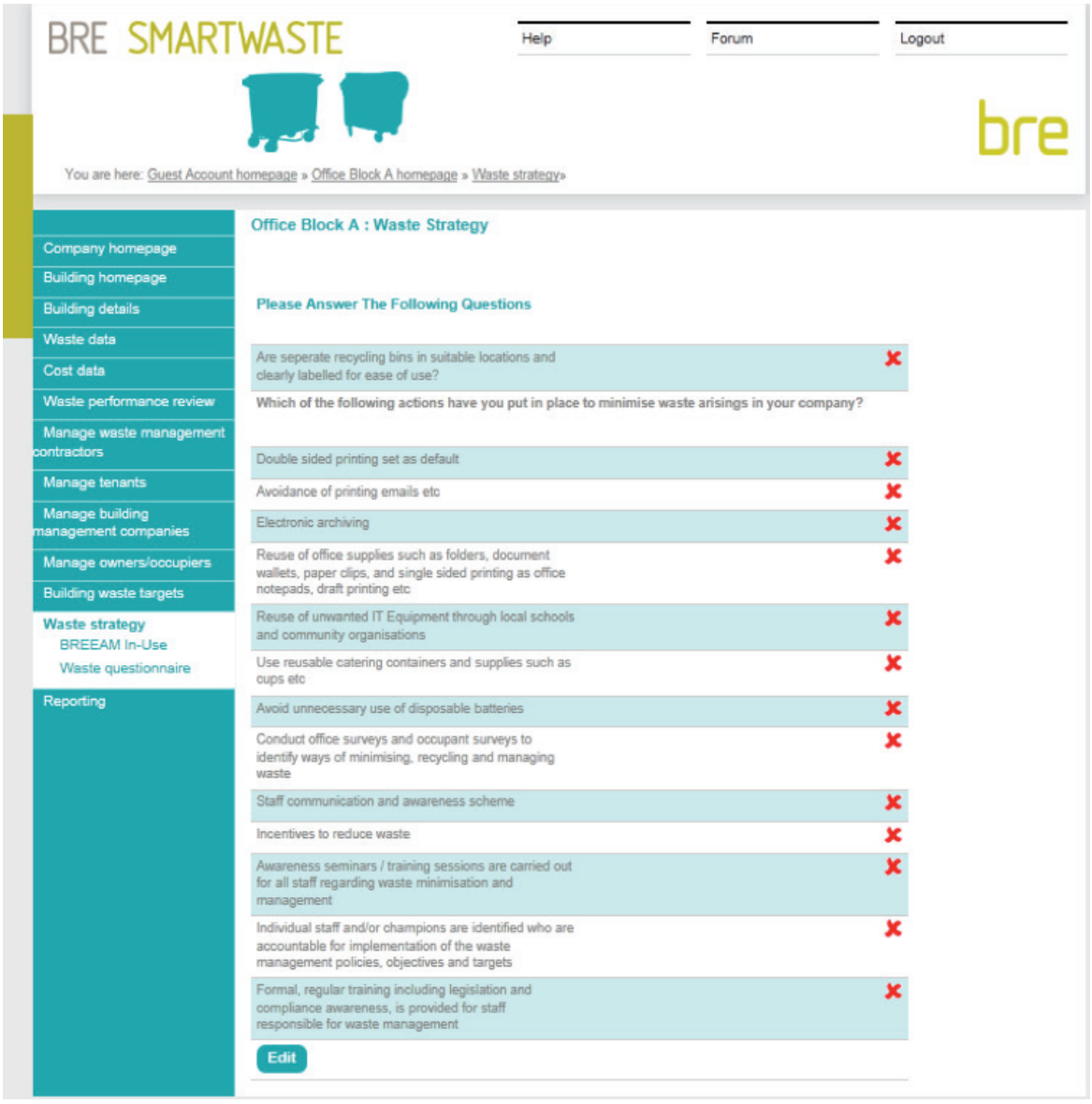


Figure 39: Waste Performance Review (WPR) Rating

13. Waste Strategy

The Waste Strategy section is split into two parts: Part 1 relates to BRE's BREEAM-In-Use (BIU) building assessment scheme. Assets in SMARTWaste® Commercial which have been assessed under the BIU scheme and have thus achieved a certain BIU Rating will automatically achieve a number of credits (based on the BIU rating achieved) that will contribute towards the overall SMARTWaste® Commercial WPR rating. Part 2 covers those assets which have not been assessed under the BIU scheme and instead will be assessed via the completion of a company waste management questionnaire. This will capture specific actions that have been taken by the individual asset owner/occupier and/or tenant to improve waste management practices related to the asset in question. The outcome of the Part 2 questionnaire will inform the overall SMARTWaste® Commercial WPR rating also.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Forum
Logout
bre
You are here: Guest Account homepage » Office Block A homepage » Waste strategy»
Company homepage
Building homepage
Building details
Waste data
Cost data
Waste performance review
Manage waste management contractors
Manage tenants
Manage building management companies
Manage owners/occupiers
Building waste targets
Waste strategy
BREEAM In-Use
Waste questionnaire
Reporting
Office Block A : Waste Strategy
Please Answer The Following Questions
Are seperate recycling bins in suitable locations and clearly labelled for ease of use?
Which of the following actions have you put in place to minimise waste arisings in your company?
Double sided printing set as default
Avoidance of printing emails etc
Electronic archiving
Reuse of office supplies such as folders, document wallets, paper clips, and single sided printing as office notepads, draft printing etc
Reuse of unwanted IT Equipment through local schools and community organisations
Use reusable catering containers and supplies such as cups etc
Avoid unnecessary use of disposable batteries
Conduct office surveys and occupant surveys to identify ways of minimising, recycling and managing waste
Staff communication and awareness scheme
Incentives to reduce waste
Awareness seminars / training sessions are carried out for all staff regarding waste minimisation and management
Individual staff and/or champions are identified who are accountable for implementation of the waste management policies, objectives and targets
Formal, regular training including legislation and compliance awareness, is provided for staff responsible for waste management
Edit

Figure 40: Example company waste management strategy questionnaire

14. User Forum

A user forum has been set up to capture all user feedback on the SMARTWaste® Commercial Tool. Simply click on 'User Forum' in the toolbar to access the page. You can then either post a comment on one of the predefined Topics set up in the forum by clicking on the topic title, or alternatively create a new topic by clicking on the 'Add new topic' link at the bottom of the page and then adding your comment.

All user's comments and suggestions for improvements posted on the forum page will be responded to by BRE via the forum with our thoughts and proposed actions.

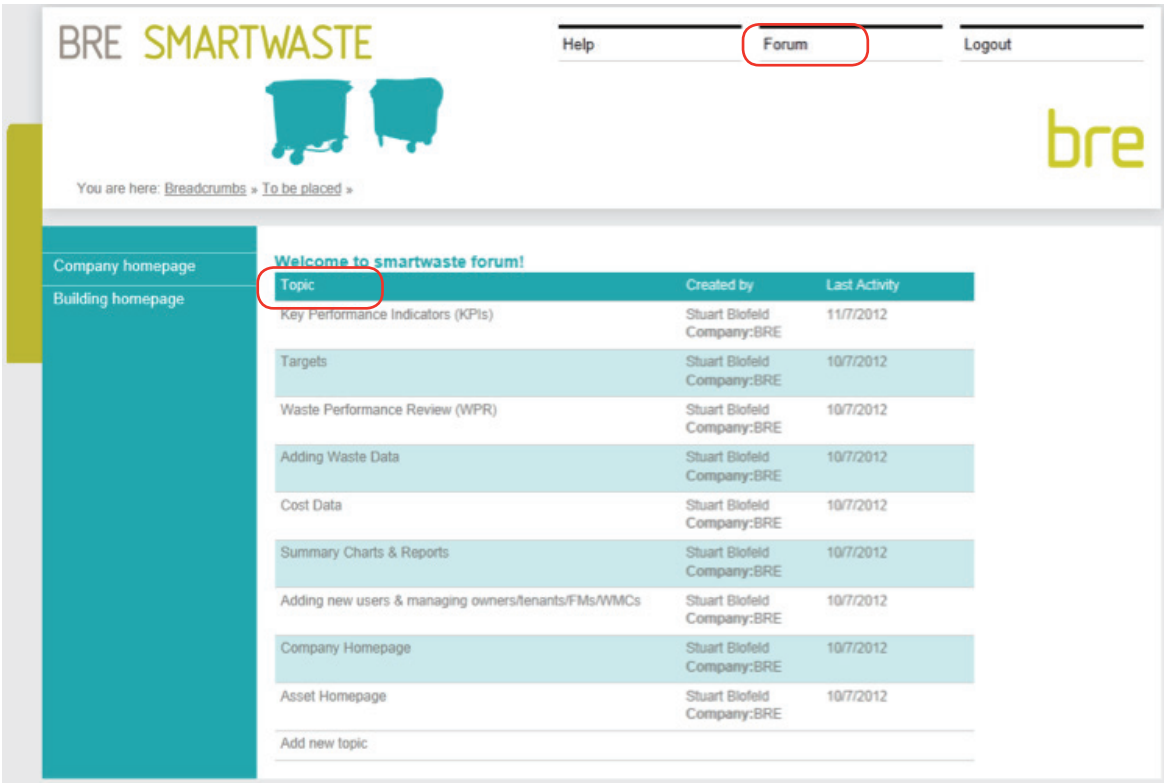


Figure 43: User Forum page

15. Waste Reporting

Summary charts and detailed information is available at the company and at the building level by clicking on the relevant tabs, as illustrated in Figures 42 and 43 below, as well as viewing the company home page.

The summary charts compare the actual performance against targets set for total waste generated (1st chart), % waste diverted from landfill (2nd chart), and waste costs (3rd chart).

BRE SMARTWASTE
Help
Forum
Logout
bre
You are here: Guest Account homepage » company reporting» company charts»
Company homepage
Company details
Company users
Company reporting
Summary charts
Reports
Company waste targets
Company turnover
Building homepage
Charts : Guest Account
In the graphs below, the data shown is for this company on the asset only, and not for the whole asset. To see data for the whole asset, please go to the asset home page.
Office Block A
0.68 Waste Kg per m2
Laboratory A
2.21 kg/m2
Estates Building
1.20 kg/m2
My building
2.37 Waste Kg per m2
station
0.00 kg/m2
Building 1
The floor area occuppied by this company on asset has not been entered.
0.00 kg/m2
Waste To Date By Product Group

Figure 42: Company level summary charts

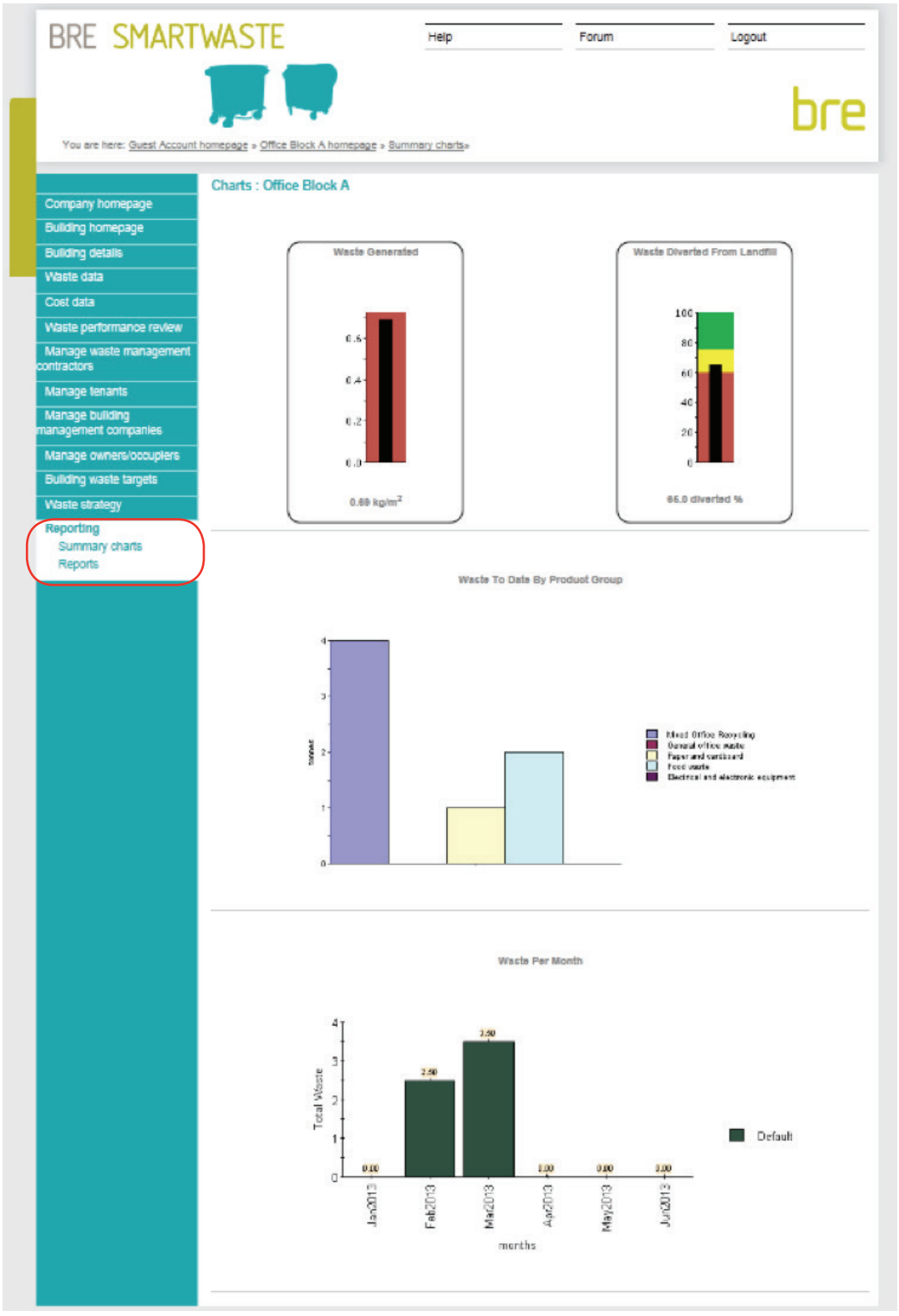


Figure 43: Asset level summary charts

SMARTWaste® Commercial also allows you the flexibility to select which items you wish to report on and can export this data into a Microsoft Excel or Adobe PDF format for ease of communication within the organisation, as illustrated in Figures 44 and 45.

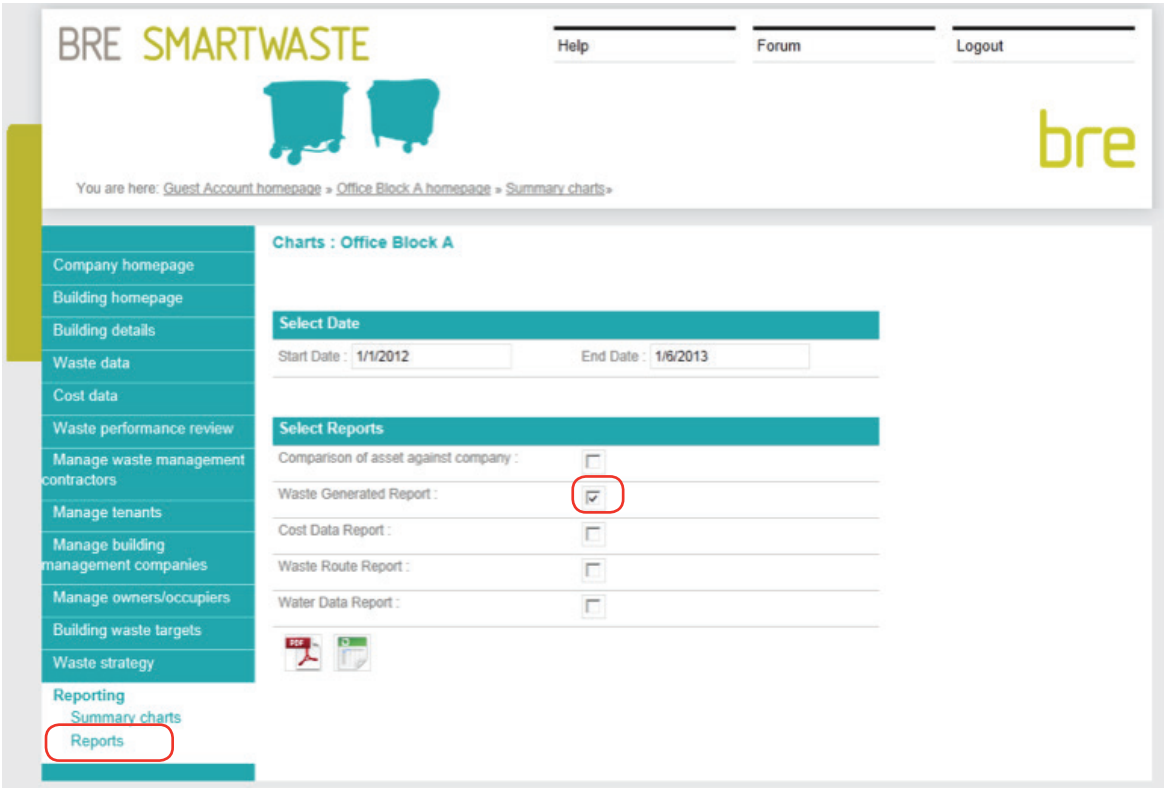
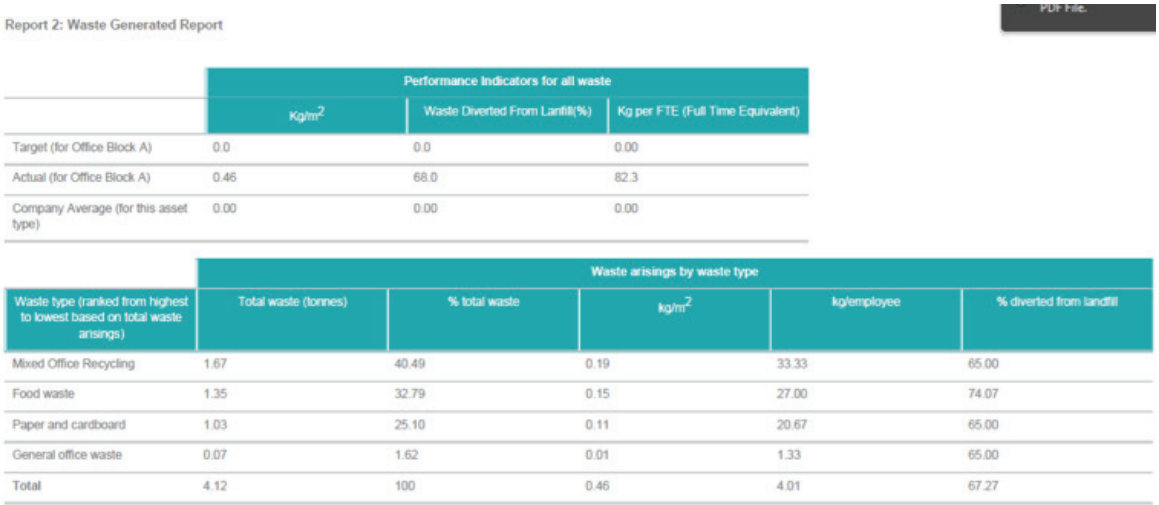


Figure 44: Asset level detailed information



Report 2: Waste Generated Report

	Performance Indicators for all waste		
	Kg/m^2	Waste Diverted From Landfill(%)	Kg per FTE (Full Time Equivalent)
Target (for Office Block A)	0.0	0.0	0.00
Actual (for Office Block A)	0.46	68.0	82.3
Company Average (for this asset type)	0.00	0.00	0.00

	Waste arisings by waste type				
Waste type (ranked from highest to lowest based on total waste arisings)	Total waste (tonnes)	% total waste	kg/m^2	kg/employee	% diverted from landfill
Mixed Office Recycling	1.67	40.49	0.19	33.33	65.00
Food waste	1.35	32.79	0.15	27.00	74.07
Paper and cardboard	1.03	25.10	0.11	20.67	65.00
General office waste	0.07	1.62	0.01	1.33	65.00
Total	4.12	100	0.46	4.01	67.27

Figure 45: Exported data in PDF format

BRE SMARTWASTE

www.smartwastecommercial.com

If you require any further advce or guidance on using SMARTWaste® Commercial, please contact a member of the SMARTWaste team:

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www.smartwastecommercial.com

BRE Trust

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The BRE Trust is a registered charity in England & Wales: No. 1092193, and Scotland: No. SC039320.

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